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MAYLAND
COMMUNITY COLLEGE

It's A Great College!

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1997 - 1998 Catalog

MAYLAND
1997 - 1998 Catalog

MAYLAND COMMUNITY COLLEGE

Announcement of Programs for 1997-98

Excellence Within Reach

MEMBER

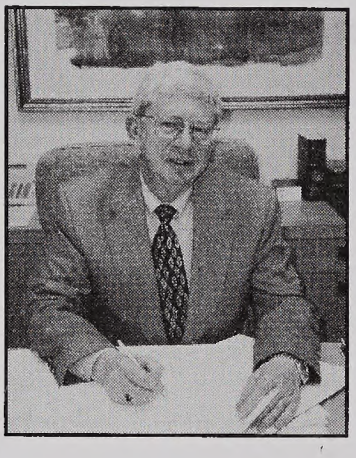
League for Innovation in the Community College
Appalachian Consortium
National Association of Student Financial Aid Administrators
Association of Community College Trustees
Southern Association of Colleges and Schools
North Carolina Association of Community College Trustees
American Association of Community Colleges
Mountain College Library Network
Automotive Service Association
Association of Childhood Education International
North Carolina Association of Student Financial Aid Administrators, Inc.
LERN (Learning Resources Network)
Avery County Chamber of Commerce
Mitchell County Chamber of Commerce
Yancey County Chamber of Commerce
National Institute for Staff/Organizational Development (NISOD)
North Carolina Citizens for Business & Industry
North Carolina Community College System
National Association for College Admission Counseling
College and University Personnel Association

For Additional Information, Contact

MAYLAND COMMUNITY COLLEGE
Highway 19E
P.O. Box 547
Spruce Pine, N.C. 28777
(704) 765-7351 or 1-800-462-9526
Website: http://www.mayland.cc.nc.us

An Equal Opportunity Institution

MESSAGE FROM THE PRESIDENT



For more than a quarter of a century, preparing students for the challenges of the future has been the business of Mayland Community College. As we approach the dawn of a new millennium, our focus continues to be on student success, learning-centered instruction and commitment to community. These themes sum up what is truly important to us about a community college.

When you visit our campus, you will discover a place where expectations are high and caring is a way of life. At MCC, we help our students obtain the competitive edge necessary to succeed. Our graduates are educated to be competitive in the job market, confident in their pursuits, and capable of making significant contributions to their community.

Mayland offers a wide range of options that allows students to pursue their career potential through career training, four-year college transfer options, continuing education classes and basic skills opportunities. Thousands of students come to our campus each term. Since Mayland's first graduating class in 1973, more than 6,000 have received degrees, diplomas, certificates and GEDs in preparation for employment and personal advancement.

The cornerstone of Mayland's commitment to academic excellence is our experienced, dedicated faculty and staff. Each year our instructors earn regional, state and national recognition for excellence in teaching. Our student development programs provide the support services you need to excel academically and socially.

And we're growing. The new Samuel L. Phillips Center for Business and Technology is now open, with expanded space for more computer labs, classrooms and college services. Plans are being developed for new facilities to house our off-campus centers in Burnsville and Newland. The borders of Mayland Community College are limited only by your imagination.

At Mayland, we believe that everyone who has a goal and is willing to work hard to achieve that goal should be given the opportunity to succeed through the availability of high-quality, accessible and affordable education. So whether you are considering college for a degree, job training or personal enrichment, remember that MCC is here for you. Come and see how Mayland Community College can change your life.

Thomas E. Williams

Thomas E. Williams
President

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Correspondence Directory

Inquiries concerning aspects of the College's operations and policies should be addressed to the officials listed below.

Address all correspondence (unless otherwise indicated) to:

Mayland Community College
P.O. Box 547
Spruce Pine, NC 28777
(704) 765-7351/1-800-462-9526
(704) 765-0728 (fax)

FOR INFORMATION ABOUT: **WRITE TO:**

Academic Services ..... Vice President of Academic Services
- Academic Policies & Procedures
- Curriculum Faculty
- Curriculum Programs

Adult Basic Education (ABE)/
GED Programs ..... Director, Basic Skills Program
- Adult Enrichment Program
- Adult Preparatory Program
- Basic Skills Program
- GED Program
- Learning Laboratory

Business Office ..... Vice President for Administrative Services
- Auxiliary Services
- Bookstore/Snackbar
- Parking Permits
- Payments/Refunds
- Payroll
- Personnel
- Sex Equity/Single Parent
- Student Insurance

Continuing Education ..... Vice President of Academic Services
- Avery Learning Center, P.O. Box 94, Newland, NC 28657
  (704/ 733-5883)
- Small Business Center, MCC Campus
  (704/ 765-7351)
- Yancey Learning Center, 118 N. Main St., Burnsville, NC 28714
  (704/ 682-7315)

Learning Resources Center ..... Director, Learning Resources Center
- Appalachian Room
- Audio Visual Services
- Interlibrary Loan
- Public Services

Management Information Services (MIS) ..... Director, MIS
- Data Collection and Reporting

Phillips-Gwaltney Child Development Center (CDC)
(704) 765-1401 ..... Director, CDC

- Child Care Services

President's Office ..... President

- General Matters

Student Options for Achievement
and Retention (S.O.A.R.) Program ..... Director of S.O.A.R. Program

- Assistance for Students with Disabilities
- Basic Skills Development
- College Transfer Assistance
- Counseling Services
- Free Tutoring and Peer Advising

Student Services Office ..... Vice President of Student Services

- Admissions and Registration
- Counseling Services
- Employability Services
- Financial Aid
- Graphic Design
- MCC Foundation
- Marketing
- Orientation
- Placement Testing
- Public Relations
- Publications
- Social Events
- Student Guidelines and Policies
- Student Records
- Transcript Assistance
- Transfer Assistance
- Veteran's Affairs

EQUAL EMPLOYMENT OPPORTUNITY/ AFFIRMATIVE ACTION POLICY

The Board of Trustees, administrators, faculty and staff of Mayland Community College recognize and accept their responsibility for the development of equal employment opportunities that do not discriminate against any employee, applicant or student because of age, race, color, religion, sex, national origin or handicap and will take affirmative action to insure that applicants will be employed and personnel actions will be taken during employment without regard to these factors.

Trustees, administrators, faculty and staff of Mayland Community College, in fulfilling the purpose of the College, pledge themselves to a policy of conducting activities of the school in a manner affording equal opportunity to all students and employees within the College. In recognition of this policy, the College pledges:

A. To apply equally the standards and policies of the College.
B. To insure that appropriate resources of the College are available to all, regardless of age, race, color, religion, sex, national origin, handicap or political affiliation.
C. To recruit and employ qualified faculty and staff at all levels and in all departments of the College solely on the basis of criteria related to effectiveness within the College, and to maintain standards of employment consistent with normative job requirements.
D. To provide remuneration on the basis of equal pay for tasks involving equal skills, effort, responsibilities and performance under similar working conditions.
E. To extend to all employees continuing opportunities to equip themselves for advancement within the College, and to insure that advancement is based on individual performance and task requirements.

In addition to a commitment to equal employment opportunity, the College is also committed to a policy of affirmative action. Mayland Community College has established the goal that the proportion of minorities and women should be equal to their proportionate representation in the relevant labor markets for faculty, administrative, professional and non-academic positions. The College's Board of Trustees and President shall oversee the plan of action set forth herein. The College President shall oversee and monitor the implementation of this plan through the Affirmative Action Officer in cooperation with all faculty and staff through the College.

Affirmative action and equal educational opportunity are viewed as integral parts of the mission and purpose of the College.

This catalog contains a current description of Mayland Community College. It may be changed from time to time to carry out the purposes and objectives of the College. Important changes in fees, dates, programs and policies will be publicized to the student body and reflected in the next issue of the catalog and the catalog addendum.

SEMESTER SCHEDULE
SUMMER 1997 (40 Days)

Registration ..... June 16
Faculty Workday/Orientation ..... June 17
1st Day of Classes ..... June 18
Last Day to Register/Revise Schedule ..... June 24
Independence Day Holiday (MCC) ..... July 4
Last Day to Unconditionally Withdraw from Classes ..... July 7
Advising Week ..... July 14-18
Last Day to Conditionally Withdraw from Classes ..... July 25
Preregistration for Fall Semester ..... July 21-22
Open Registration for Fall Semester ..... July 23-25
Last Day to Pay for Preregistered Classes ..... August 1
Last Day of Classes (Friday classes) ..... August 13

FALL 1997 (80 Days)

Registration ..... August 20
Faculty Workday ..... August 21
New Student Orientation ..... August 22
1st Day of Classes ..... August 25
Last Day to Register/Revise Schedule ..... August 29
Labor Day Holiday (MCC Closed) ..... September 1
Last Day to Unconditionally Withdraw from Classes ..... October 1
Fall Break ..... October 23 - 24
Advising Week ..... November 3 - 7
Last Day to Conditionally Withdraw from Classes ..... November 7
Preregistration for Spring Semester ..... November 10-11
Veteran's Day Observed, (Classes held) ..... November 11
Open Registration for Fall Semester ..... November 12-21
Thanksgiving Holiday (MCC Closed) ..... November 27-28
Last Day to Pay for Preregistered Classes ..... December 2
(Monday class) ..... December 17
Last Day of Classes (Friday classes) ..... December 19
Christmas Holiday (MCC Closed) ..... December 22 - 26

SPRING 1998 (80 Days)

Registration ..... January 5
Faculty Workday/Orientation ..... January 6
1st Day of Classes ..... January 7
Last Day to Register/Revise Schedule ..... January 13
Martin Luther King, Jr.'s Birthday Observed (Classes held) January19

Last Day for Unconditional Withdrawal from Classes ..... February 12
Advising Week ..... March 9-13
Preregistration for Summer Semester ..... March 16-17
Last Day for Conditional Withdrawal from Classes ..... March 23
Open Registration for Summer Semester ..... March 18-27
Last Day to Pay for Preregistered Classes ..... April 3
Easter Holiday/Spring Break ..... April 13 - 17
Last Day of Classes (Friday classes) ..... May 6
Graduation ..... May 9

SUMMER 1998 (40 Days)

Registration ..... June 1
Faculty Workday/Orientation ..... June 2
1st Day of Classes ..... June 3
Last Day to Register/Revise Schedule ..... June 9
Last Day for Unconditional Withdrawal from Classes ..... July 2
Independence Day Holiday (MCC Closed) ..... July 4
Advising Week ..... July 6 - 10
Last Dayfor Conditional Withdrawal from Classes ..... July 10
Preregistration for Fall Semester ..... July 13-14
Open Registration for Fall Semester ..... July 15-24
Last Day of Classes (Friday classes) ..... July 29
Last Day to Pay for Preregistered Classes ..... July 31

MAYLAND COMMUNITY COLLEGE

HISTORY

Mayland Technical Institute was approved by the 1971 session of the General Assembly of North Carolina upon recommendations of the State Board of Education, the Advisory Budget Commission and the Governor. The recommendations and approval were based upon the work by local citizens of the Tri-County area—**M**itchell, **A**very, and **Y**ancey counties (hence its name MAYland). Located in the Blue Ridge Mountains of western North Carolina, Mayland is one of fifty-nine institutions in the North Carolina Community College System.

On December 3, 1979, the Institute was formally renamed Mayland Technical College by the Institute Trustees and the Boards of County Commission of Mitchell, Avery, and Yancey counties.

On January 1, 1988, the College was formally renamed Mayland Community College by the College Trustees and the Boards of County Commission of Mitchell, Avery, and Yancey counties.

The College also operates the Small Business Center located on campus, as well as the Avery Learning Center located in Newland and the Yancey Learning Center located in Burnsville.

COLLEGE MISSION AND GOALS STATEMENT

Mayland Community College, located in the Blue Ridge Mountains of western North Carolina, has a commitment to technical, vocational, college transfer, basic skills and continuing education and operates under the "Open Door" policy of the North Carolina Community College System. Mayland Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree, diploma and certificate.

The Mission of Mayland Community College is to serve the adult population of Mitchell, Avery and Yancey counties by providing a continuum of educational resources to enable students to meet their current learning needs, high quality educational programs that will prepare people for employment or that will transfer to other institutions of higher learning, and opportunities to improve the standards of living and the quality of life of residents of the participating counties.

In keeping with the mission of Mayland Community College, the Board of Trustees, staff and faculty have adopted the following goals. To:

1. Provide effective, efficient instructional/academic programs and modify them as necessary in order to meet the identified needs of the people served.
2. Provide effective support services which assist and enable students to achieve their educational goals.

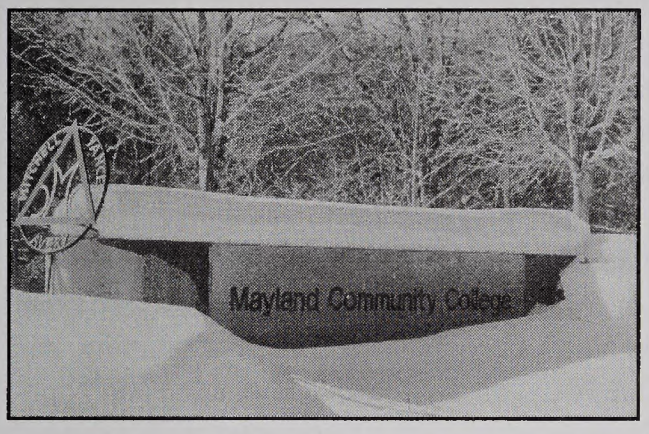
3. Provide an effective teaching and learning environment conducive to the achievement of each student's maximum potential.
4. Reach out to the community through special programs for the traditionally underserved, as well as provide cultural activities for the entire community.
5. Foster partnerships and support economic development through productive interactions with advisory committees, school systems, businesses and industries, civic groups and public and private non-profit agencies.
6. Provide comprehensive faculty/staff development programs designed to strengthen the communication skills and educational background of all faculty and staff.
7. Foster a positive institutional image and sense of college pride through open communications, college activities, public relations and marketing.
8. Maintain an efficient management system through data collection, planning and evaluation designed to improve college operations and effectiveness.
9. Provide appropriate facilities and equipment for all on-and-off campus classes and activities.
10. Continue to assess and evaluate the role of the college in addressing changing community needs.

VALUES

In all that we do, Mayland Community College will strive to emphasis:

Quality	Growth
Teamwork	Innovation
Respect	Integrity

General Information



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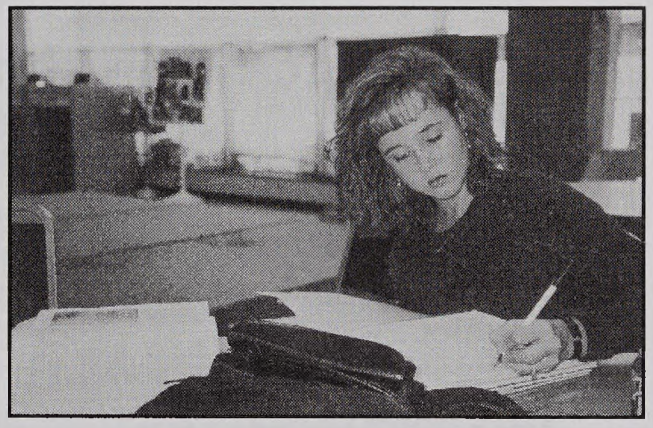
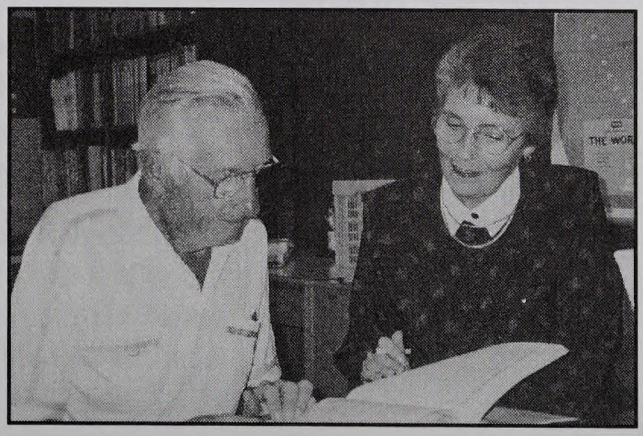




GENERAL INFORMATION

The main campus of Mayland Community College is located on Highway 19E, two miles east of Spruce Pine. The College also operates learning centers in facilities located in Burnsville and Newland.

ACCREDITATION

Mayland Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number (404) 697-4501) to award certificates, diplomas, the Associate in Applied Science and the Associate in Arts Degree.

In addition to this comprehensive accreditation, the Associate Degree Nursing Program has been accredited by the North Carolina State Board of Nursing, and the College has been accredited by the N.C. Criminal Justice Education and Training Standards Commission.

EVENING AND OFF-CAMPUS OFFERINGS

The College is fully operational both night and day. Students pursuing a degree and working can fit coursework around their work schedule and in some programs can complete all work toward a diploma or degree by attending only in the evening. The College also has off-campus classes which include both credit and non-credit courses. Many of these are offered to community organizations, businesses and industries.

VETERANS

All degree and diploma programs and the General Educational Development (GED) courses are approved for Veterans Administration educational assistance.

VISITORS

Visitors, and in particular prospective students, are always welcome at Mayland Community College. Group tours may be scheduled through the Student Services Office (765-7351). Members of the Student Services staff will conduct tours and answer questions about programs. Visitors must register with the receptionist upon arrival to campus and park in visitors' slots.

OFFICE HOURS

Administrative offices are open Monday through Friday from 8:00 a.m. to 5:00 p.m. In addition, the Student Services Office is open until 7:30 p.m. Monday through Thursday evenings. The Bookstore is open Monday through Thursday 8:00 a.m. - 8:00 p.m. and Friday 8:00a.m. - 5:00p.m.

Office hours of instructors are posted on their office doors at the beginning of each semester.

ACADEMIC POLICIES AND PROCEDURES

ADMISSION REQUIREMENTS

Mayland Community College operates under the "Open Door" policy of the North Carolina Community College System. Instruction is open to any individual 18 years of age or older who is not presently enrolled in high school. Individuals between 16 and 18 years of age may be admitted to appropriate courses at Mayland Community College in accordance with North Carolina General Statutes and the North Carolina Administrative Code for Community Colleges. Admittance requirements include joint approval of high school and Mayland Community College officials.

Requirements for admission to programs leading to an associate degree, diploma or certificate:

1. High School graduation or state-approved equivalent education.
2. Transcripts from high school and post-secondary institutions attended. *A student without a transcript by the end of the first semester of enrollment will not be eligible to enroll for the following semester.*
3. Completion of the MCC Computerized Placement Test (CPT) for students taking courses requiring reading proficiency, English and/or mathematics.

Mayland Community College strongly encourages concurrent enrollment in our GED program for the following certificate programs which do not require high school graduation or state-approved equivalent education for initial enrollment:

Autobody Repair Level I Certificate	C 60 10 0 C1
Autobody Repair Level II Certificate	C 60 10 0 C2
Cosmetology Certificate (Manicure)	C 55 14 0
Electrical/Electronics Certificate Residential Wiring	C 35 22 0 RW
Electrical/Electronics Certificate Industrial Wiring	C 35 22 0 IW
Welding Technology Certificate Level I	C 50 42 0 C1
Welding Technology Certificate Level II	C 50 42 0 C2

To complete the diplomas in the above programs, completion of high school/GED is required.

Individuals between 16 and 18 years of age may be admitted to appropriate courses at Mayland Community College as a student with special needs and may be admitted to an appropriate program if the local public or private educational agency determines that admission to the program is the best educational option for the student and the admission is approved by the College.

SPECIAL ADMISSION REQUIREMENTS

ASSOCIATE DEGREE NURSING PROGRAM

The requirements for Associate Degree Nursing are (1) Admission is based on a competitive ranking system process; (2) Students must possess a high school diploma or GED certification; (3) Students must meet minimum scores on the Computerized Placement Test (CPT) or demonstrated competence; (4) Students must have freedom from any physical or emotional disability that would prevent the applicant from performing the normal duties of a nurse; (5) Applicants who have been convicted of a felony should talk with the department chair; (6) Check with Student Services for additional admission requirements.

BASIC LAW ENFORCEMENT TRAINING (BLET)

The requirements for admission to Basic Law Enforcement Training are (1) Students must be US citizens; (2) Students must possess a high school diploma or GED certification; (3) Students must pass a physical exam; (4) Applicants must be 20 years old. Please see the BLET school director prior to enrollment in BLET.

TRANSFER STUDENTS/CREDIT

Students may be admitted with advanced standing by transfer from accredited colleges and universities and from previous programs taken at Mayland Community College. Transfer students must be eligible to return to the last institution attended. If the student is admitted, his or her record will be evaluated to determine the amount and type of credit to be transferred. However, at least one-fourth of the credit required for a degree must be completed at Mayland Community College. Any exceptions will be made by the President.

NON-DEGREE STUDENTS

Students who plan to take one or more courses, but not pursue a degree, will be admitted after completing an application form and the MCC Computerized Placement Test for those taking courses requiring proficiency in reading, English and/or mathematics.

READMITTANCE

Expelled or suspended students may be readmitted during a subsequent semester by completing a Justification for Readmission Statement which will be reviewed by the ARA, Faculty Advisor, Vice President for Student Services and Vice President for Academic Services. Grounds for expulsion or suspension are found in the Student Conduct Code located in the Student Handbook.

GENERAL EDUCATIONAL DEVELOPMENT (GED) PROGRAM AND OTHER CONTINUING EDUCATION PROGRAMS

Admission to these programs is granted to any person 18 years of age or older who shows an interest in enrolling in the programs and the desire to profit from the instruction. Persons 16 years to 18 years of age can enroll in these programs

through either the dual-enrollment program or through the high school drop-out referral program. These programs require the approval of the student's high school officials.

NOTE TO STUDENTS WITH DISABILITIES

Federal law prohibits Mayland Community College from making preadmissions inquiries about disabilities. Information regarding a disability, voluntarily given or inadvertently received, will not adversely affect an admission decision. If a student requires special services such as an interpreter or taped textbooks because of a disability, he/she should notify the director of S.O.A.R. at least six weeks in advance. This information will allow the College to prepare appropriate support services to facilitate learning. This information will be kept in strict confidence and has no effect on admission to the College.

FOREIGN STUDENT ADMISSION

A student wishing to apply for admission as a foreign student should first make arrangements through the American consulate in his own country to take the Test of English as a Foreign Language (TOEFL). Applicants will not be considered until a satisfactory score is received. Educational records, including transcripts, must be translated into the English language and must contain course titles, grades and an explanation of the marking system. Also, foreign applicants must submit an official certification that adequate funds are at the applicant's disposal to meet education and living expenses. Financial aid through the school is not available to foreign students. A copy of the student VISA is required for the student's record. If a social security card is available, a copy will be included in the record. In addition, foreign applicants must meet all admission requirements as stated in this catalog.

ADMISSION PROCEDURES

Those wishing to enroll in any curriculum offered by Mayland Community College should:

1. Make an appointment to meet with an Admissions/Retention Advisor for assistance with the application, transcripts and placement testing.
2. Obtain an application form from the Student Services Office or from a local high school guidance office.
3. Submit the properly completed application form, including a health appraisal form for programs requiring it.
4. Request that transcripts of previous educational experiences be sent directly to the Records Analyst.
5. Take the MCC Computerized Placement Test (CPT). This is not an entrance exam. Its purpose is to determine proper course selection in math, English and reading courses.
6. Students re-entering after two semesters of non-attendance will be placed into the guidelines of the current catalog for graduation purposes.

AUDITING COURSES

Students who wish to audit courses must follow regular registration procedures. They will be admitted to class only if there is room after students taking the course for credit are admitted. Audits are to be declared and noted during the first 5 days of the semester. After the drop/add period, a course designation may not be changed from credit to audit or from audit to credit.

Auditing students are charged the same tuition rates credit students are charged but do not receive credit for courses audited. They are expected to observe all attendance and other regulations. Hours taken through audits will not be included in determining enrollment status or eligibility for financial assistance.

EXPENSES

In-State: Tuition is $20.00 per credit hour up to 14 credit hours for Fall and Spring Semesters and $20.00 per credit hour up to 9 credit hours for Summer.
Out-of-State: Tuition is $153.00 per credit hour up to 14 credit hours for Fall and Spring Semesters and $163.00 per credit hour up to 9 credit hours for Summer.

Tuition per Semester	**N.C. Resident**	**Out-of-State Resident**
Fall	280.00	2,282.00
Spring	280.00	2,282.00
Summer	180.00	1,467.00
TOTAL FOR YEAR	**$740.00**	**$6,031.00**

Charges for tuition are subject to change as determined by the North Carolina State Legislature. Charges are based on 1997-98 figures.

Fees per Semester

Activity Fee: (students registered for 6 or more credit hours)	(Fall) 16.00 (Spring) 12.00	(Fall) 16.00 (Spring) 12.00
(students registered for 1-5 credit hours)	(Fall) 10.00 (Spring) 8.00	(Fall) 10.00 (Spring) 8.00

A portion of the activity fee covers student parking fees and graduation expenses.

A lab maintenance fee will apply to some designated courses.

Fees are subject to change as determined by the State Board of the North Carolina Community College System and MCC Board of Trustees.

	N.C. Resident	Out-of-State Resident
School Accident Insurance (required of all students regardless of number of credit hours)	1.20	1.20

There is a $5.00 processing fee for late registration in curriculum programs.

North Carolina residents age 65 and older, high school students, prisoners and students enrolled in the General Educational Development program are not required to pay tuition or activity fees. These students may be required to purchase student accident insurance for certain courses. Students preparing to take the General Education Development Tests for a high school equivalency certificate do not pay tuition, activity fee or insurance. However, a $7.50 fee is required to take the GED exam.

BLET—CJC 100 students are exempt from tuition if they meet requirements set forth in the North Carolina Administrative Code—Chapter 12, sections 9 and 10.

OTHER EXPENSES

• Books and Supplies: The cost of books and supplies varies greatly from program to program, and from one semester to another. Generally, this cost will be $40 for a used textbook to $60 for a new textbook. Therefore, book prices could range from $200 to $270 per semester.

• Cosmetology Program: Cosmetology students will be required to purchase a basic kit, white uniforms and shoes, a name tag, mannequins, a hair dryer, a marcel iron and Pivot Point books. The total cost of these items will be approximately $500.

• Physical Education: Courses may require a special fee to defer the cost of equipment and facility rental.

• Associate Degree Nursing Program: Students in the Nursing Program will be required to buy uniforms, shoes, professional liability insurance, achievement tests, photocopying, provide transportation to clinical sites and pay additional graduation expenses. Approximately $2,500-$3,000 will be required to pay total costs, except transportation.

REFUNDS

• Tuition refund/credit procedure is established by the North Carolina Administrative Code and is subject to revision. Additional required costs to students must be approved by the Mayland Community College Board of Trustees but may be enacted at any time. Announcements of additional charges or changes in cost will be made prior to registration periods.

• Students properly withdrawing from courses before the 20% point of the course are eligible for partial tuition refund upon request (not including fees or books). For more information stop by the Student Services Office.

• Tuition refunds will not be considered for tuition of five dollars ($5.00) or less, except if a course or curriculum fails to materialize, in which case all the

student's tuition shall be refunded.

• No refund of activity fee will be made unless a course fails to materialize.

• If a student officially withdraws from the institution before the end of the semester and the reasons for the withdrawal are found excusable by the Vice President of Student Services, the student may be allowed credit for unrefunded tuition and fees if he/she applies for readmission during the next school year and petitions in writing to be allowed such credit.

INSURANCE

All curriculum students (full-time and part-time) are required to purchase insurance to cover accidents associated with school activities. This group insurance costs an average of $1.20 per quarter, subject to yearly assessment.

Students may file an insurance claim by completing a form available from the Coordinator of Personnel Services.

RESIDENCY

To qualify as a North Carolina resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and must have maintained that legal residence for at least twelve months prior to his/her classification as a resident for tuition purposes. Every applicant for admission will be required to make a statement as to his/her length of residency in the state and may be asked for additional information to support a residency claim. Each student will be classified by the Records Analyst as either a resident or non-resident of North Carolina. A student may appeal his/her residency classification to the Vice President of Student Services within 30 days of the decision.

STUDENT FINANCIAL AID

CONSUMER INFORMATION

Mayland Community College seeks to provide financial assistance to students who otherwise would not be able to continue their education. The types of aid available include scholarships, grants, part-time work and student loans. All students are encouraged to apply for financial assistance. Counselors in Student Services are available to advise and assist students in applying for financial aid.

Student eligibility for financial assistance is determined by the Free Application for Federal Student Aid and the Mayland Community College Scholarship Application. All information received in the MCC Financial Aid Office will remain confidential. Awards are made according to federal, state and local regulations and are determined by subtracting the expected family contribution from the total educational cost. Information submitted may be subject to documented verification.

The school reserves the right to review and make adjustments to awards if the student becomes overawarded, if the student's resources change, or if there are other changes in the student's financial need.

Students in default of a student loan or repayment of a grant cannot be awarded financial aid under Title IV Federal Regulations.

Students receiving financial assistance are required to demonstrate academic progress. Mayland Community College requires that a student maintain satisfactory academic standards, as well as earn a minimum of 27 credit hours per academic year when enrolled as a full-time student, 18 credit hours per academic year when enrolled as a two-semester student, and 9 credit hours per academic year when enrolled as a half-time student.

Students who lose their financial aid may re-establish their eligibility by completing 6 credit hours in a semester with a 2.00 GPA without the benefit of financial assistance.

Financial aid awards are not made on the basis of any disability, race, color, sex or national/ethnic origin.

SATISFACTORY PROGRESS STANDARDS FOR FINANCIAL AID

The Higher Education Act of 1965, as amended by Congress in 1980, mandates institutions of higher education to establish minimum standards of "satisfactory progress" for students receiving aid. For the purpose of maintaining consistency among all students receiving financial aid administered by the MCC Financial Aid Office, these standards are applicable to all financial aid programs including all federally sponsored Title IV programs.

DEFINITION OF SATISFACTORY PROGRESS: To receive initially or continue to receive financial aid, a student must demonstrate satisfactory progress as defined in the College's GPA requirements for academic progress and meet the following conditions: The maximum enrollment time frame for the curriculum must not be exceeded. The maximum enrollment time frame for this purpose is defined as the equivalent of twice the number of academic semesters, as outlined in the College catalog, required of full-time students to complete a curriculum.

PROCEDURES: The specific procedures to be used in applying the satisfactory progress standards are outlined below:

1. Satisfactory progress will be evaluated prior to each payment period on a semester basis. (Exception: For the Guaranteed Student Loan, Supplemental Loans for Students and PLUS Loan Programs, evaluation will be completed prior to certification of the loan application.)
2. Grades of "F," "I," "WF," "W," "WP," "SP" and "Y" will not qualify as successful completion of credit hours attempted.
3. Repeated courses for which the student initially received a grade of "I" and was paid will not qualify for repayment. Likewise, courses repeated which were previously completed with an "A" will not qualify for repayment.
4. Audited classes are not counted in the number of hours to be considered when determining enrollment status for Pell Grant calculation and other financial aid.
5. Transfer credits from other post-secondary institutions will not be used to determine satisfactory progress.

6. Except for courses in English as a Second Language, no more than one year's worth of non-credit or reduced credit remedial coursework will qualify for payment.
7. A student who fails to demonstrate satisfactory progress as defined will forfeit all financial aid awarded and disbursements will be terminated.
8. The maximum enrollment time frame will be prorated for those students who enroll on a half-time or three-quarter time basis.

APPEAL OF FINANCIAL AID TERMINATION: To appeal financial aid termination, a student must be able to demonstrate mitigating circumstances. The procedure for appeal is:

1. A student will indicate in writing to the Coordinator of Financial Aid the reasons why satisfactory progress was not met and why financial aid should not be terminated. Documentation to support the appeal is permitted.
2. Within five working days, the Coordinator of Financial Aid will call a meeting of the Financial Aid Committee to review the appeal to determine whether or not termination of aid is justified. The student will be advised of the decision in writing within five working days of the meeting.
3. If the student disagrees with the finding of the committee, the student may file a grievance using the Student Grievance Policy.

REINSTATEMENT OF FINANCIAL AID ELIGIBILITY: Should a student lose financial aid eligibility due to not meeting the satisfactory progress definition, termination will continue until the student enrolls for a subsequent academic term at his/her own expense and completes at least six (6) credit hours with a 2.0 GPA.

APPLICATION PROCEDURE

Students applying for all financial aid available (with the exception of scholarships) must file the FAFSA (Free Application for Federal Student Aid). This application will be used to determine eligibility for federal Pell Grants, federal College Work-Study, FSEOG, NCSIG and federal Stafford Loans. There is no fee charged to process this application.

Any student who wishes to apply for a scholarship may complete the MCC Scholarship Application.

All applications for financial aid are available in local area high school guidance offices and in the MCC Financial Aid Office.

TYPES OF AID

FEDERAL PELL GRANT PROGRAM

The purpose of the Federal Pell Grant is to provide eligible students with a foundation of financial aid for post-secondary education. Any student working toward a degree may be eligible for the grant, which ranges from $400-$2700,

depending on the number of semesters attending, the number of credit hours and the Expected Family Contribution as calculated by the Department of Education.

FEDERAL COLLEGE WORK-STUDY PROGRAM

This aid is intended to provide eligible students employment to assist in paying their expenses to attend college. The MCC Financial Aid Office endeavors to assign the student to work in an area related to intended career objectives.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

This grant is for students demonstrating exceptional need to meet their costs of education. Because the FSEOG funds are limited, the student should file a FAFSA as soon as possible.

NORTH CAROLINA STUDENT INCENTIVE GRANT

Students with exceptional financial need may receive a NCSIG. The deadline for consideration of the NCSIG is March 15.

FEDERAL STAFFORD LOANS

Federal Stafford Loans, with no repayment until after graduation or cessation from college, are financed by state, federal and private funding sources. Results of the FAFSA determine eligibility for these loans.

SCHOLARSHIPS

A number of scholarships are available at MCC, and eligibility requirements vary. Brochures identifying scholarships and their criteria are available in the MCC Financial Aid Office. Scholarship applications should be completed and returned to the MCC Financial Aid Office.

OTHER AID AVAILABLE

VOCATIONAL REHABILITATION

Students with exceptional need may be eligible for financial assistance under the provisions of U.S. Public Law 565. Prospective students who feel they may qualify for this aid should contact the nearest office of the North Carolina Department of Vocational Rehabilitation.

NORTH CAROLINA DIVISION OF VETERANS AFFAIRS SCHOLARSHIPS

These scholarships are available to children of certain deceased, disabled or POW/MIA veterans. For further information, the student should contact the Veterans Service Officer in his/her home county or the Financial Aid Coordinator at Mayland Community College.

VETERANS ADMINISTRATION BENEFITS

Most curriculum programs offered by the College are approved for Veterans Administration educational assistance benefits. Veterans, dependents of veterans and war orphans may be eligible for VA benefits.

For further information and assistance in establishing eligibility for educational benefits, the student should contact the Coordinator of Financial Aid.

CHILDCARE PROJECT

Eligible students are those who meet income guidelines and are enrolled full-time in either a vocational or technical program. Childcare assistance covered by this program must be provided by a registered/licensed home or center.

SEX EQUITY FUNDS

To be eligible, a student must be enrolled in a curriculum that has fewer than 25% enrollment of his/her same sex. Funding is available for tuition, books, supplies, uniforms, travel reimbursement and childcare in a licensed/registered home or center.

JOB TRAINING PARTNERSHIP ACT (JTPA.)

The goal of the JTPA program is to assist adults in finding gainful employment or to assist youths (age 16-21) in increasing their level of academic achievement in preparation for employment.

The Job Training Partnership Act can help students learn the skills necessary for a career. Qualified students can be provided assistance for class tuition, fees, books, materials and other services. JTPA serves women seeking non-traditional employment and high school dropouts seeking their GEDs. Among the qualifications are:

- Low Income
- Disability
- Pregnant Youth (16-21)
- Recipient of AFDC and/or Food Stamps
- JOBS Program Participant
- Displaced Homemaker

In addition, job search and placement assistance is provided through the HRD program.

BUDGET INFORMATION

The following are estimated student expenses for a nine-month school year.

	Single Dependent Commuter	**Married Self-Supporting**
Tuition and Fees	*861.60	*861.60
Books and Supplies	900.00	900.00
Housing	654.00	1444.00
Food	600.00	600.00
Personal	300.00	300.00
Transportation	890.00	890.00
Total	$3798.00	$4588.80

**Add $4554.30 for out-of-state tuition; child care allowance: $240 per month each child.*

ENROLLMENT INFORMATION

REGISTRATION

Curriculum students are expected to register for courses on the days specified on the calendar in the front of this catalog. A $5.00 processing fee will be charged if a student registers after this date.

ADVISOR SYSTEM

Each student who applies for admission should see an Admissions/Retention Advisor prior to admission. The student is then assigned to a faculty advisor within the department he/she plans to enter. The student is notified of the identity of his/her advisor in the registration instruction letter sent to new students at the beginning of each semester.

The faculty advisor is available to assist the student in planning a program of study and registering for classes at the beginning of each semester.

The student is encouraged and may be required to seek out his/her faculty advisor as a continuing source of help while is enrolled at Mayland Community College.

COURSE LOAD

Students enrolled for 12 or more semester hours during the fall or spring semester are classified as full-time students. Students enrolled for 9 or more semester hours during the summer are classified as full-time students. Normal course loads will vary from one curriculum to another and from one semester to another. Normal course loads are outlined, by department, in this catalog. Students must have the permission of their advisor and the Vice President of Academic Services in order to carry more than 18 credit hours. Students in Associate Degree Nursing are exempt from this maximum load.

SCHEDULE CHANGES

Students may change their schedule of classes during the drop-add period (5 days after registration day) without academic penalty. Course changes must be listed on a schedule revision form, available through advisors, and must be signed by the advisor. This form must be processed through the Registrar's Office.

WITHDRAWAL PROCEDURES

Unconditional Withdrawal:

During the first third of any given semester, students may withdraw from a course by completing a drop form. Student-initiated withdrawals during this time will be without academic penalty.

Conditional Withdrawal:

During the second third of the semester, students withdrawing from a course must complete a drop form and will be given a grade of "WP" or "WF", at the discretion of the instructor according to the quality of the student's performance.

No Withdrawal:

During the final third of the semester, students will not be allowed to withdraw from registered coursework. Exceptions to this procedure will only be granted in extreme circumstances (for example, medical emergency) and must be approved by the instructor of the course, division head, and Vice President of Academic Services.

Drop forms may be obtained from the ARAs. The withdrawal dates are published in the academic calendar in the front of this catalog. The completed drop form must be received in the Registrar's office by the specified dates.

COURSES REPEATED FOR CREDIT

When a course is repeated, the last grade recorded is the final grade for the course, and only the last hours attempted are counted in computing total credit hours and in determining the student's grade point average. Courses with earned grades of C or better may be repeated only by special permission from the instructor and the Vice President of Academic Services. Students receiving Veterans Benefits may repeat only failed courses to receive payment for the class.

COURSE SUBSTITUTIONS

Course substitutions involve only courses taken in the same discipline and for at least the same credit hours. Students may request a course substitution which must be approved by the advisor, the department chair and the Vice President of Academic Services. After the approval process, course substitutions are sent to the Registrar.

REMOVAL OF INCOMPLETES

An "I" or "Incomplete" grade indicates that a student has done passing work in a course but because of unusual circumstances, the student failed to complete some portion of the required work. Unless this incomplete is removed before the end of the succeeding semester, the "I" will automatically be changed to an "F." This removal period can be extended only by the Vice President of Academic Services. In the absence of the instructor, the department chair will set the criteria for the removal of an "I" grade.

TRANSFER OF CREDITS

Credits transferred from another school may be substituted for MCC courses if the content of the courses to be transferred is substantially the same as that of the required courses. At least one-fourth of the credit required for a degree, diploma or certificate must be completed at Mayland Community College. Any exceptions will be made by the President.

Credit from another school with a grade below a "C" will not be accepted.

Credit for previous educational experiences that happened more than seven (7) years before the date of enrollment is not automatic but may be granted by the Registrar, in consultation with the department chair.

Credits earned at another institution will not be considered in the computation of a student's grade point average.

PROCEDURES FOR TRANSCRIPT EVALUATION

1. An official transcript of post-secondary credits earned will be requested by the student to be released to MCC.
2. The Registrar will evaluate all transcripts of previous education according to the above stated policies after receiving all post-secondary transcripts.
3. Courses determined by the Registrar to be applicable to the MCC credits will be recorded on his/her permanent record and designated as transfer credit(s). In questionable cases, the Registrar will consult the department chair(s).
4. A copy of the student's Transcript Evaluation Form listing the transfer credit will be sent to the student, the student's advisor and—when applicable—the Coordinator of Veterans Affairs.

TRANSFER OF CREDITS TO OTHER SCHOOLS

Credits earned in curriculum programs may frequently be transferred to other colleges and universities. Students planning to transfer to another institution prior to or after completing a degree program at Mayland should consult a counselor in Student Services to determine the transferability of courses from Mayland to another institution.

Students planning to transfer should obtain a catalog from the institution to which they intend to transfer. By working closely with advisors and counselors at Mayland and the institution to which the student is transferring, students can maximize the likelihood of receiving credit for Mayland courses at another institution.

RELEASE OF TRANSCRIPTS

In accordance with the Family Educational Rights and Privacy Act of 1974, an official transcript of a Mayland Community College academic record will be released by the Registrar to a third party only upon receipt of a written request from the student—owner of the record. A transcript labeled "Student Copy" will be furnished directly to the student. Students should allow a reasonable time for the Registrar to respond to transcript requests.

Mayland Community College's Privacy of Student Education Records Policy is published in the Student Handbook.

PROFICIENCY EXAMINATIONS

Credit for past experience and/or education may be allowed if a student can demonstrate, by examination, the level of proficiency required in a particular course. The student has the responsibility of demonstrating to the department head prior to enrolling in the class or within the first five school days of a semester that a proficiency exam is proper. The test(s) used will always reflect the objectives of the course to be exempted. The department chair has the authority to accept or deny such a request.

The credit will be based on a departmental examination administered at the direction of the chair of the department in which the course is offered. A final

determination on credit to be awarded to the student will be made by the Vice President of Academic Services upon receipt of a copy of the proficiency exam and a recommendation from the department head.

After a student has successfully completed an examination and a determination has been made on credit to be awarded, the Vice President of Academic Services will forward to the Registrar a copy of the examination for inclusion in the student's permanent academic record, the course number and the credit to be awarded. That information will be entered by the Registrar on the student's transcript. No quality points will be awarded.

Credit through College Level Examination for Placement (CLEP) scores or high school Advanced Placement (AP) scores will be assigned on an individual basis. The decision of how many credits and which course(s) can be exempted will be made by the Vice President of Academic Services.

INDEPENDENT STUDY

The completion of courses through independent study is discouraged. The written approval of the Vice President of Academic Services must be obtained before a student will be allowed to register for a course on an independent study basis.

CREDIT FOR EXPERIENTIAL LEARNING

A student may present a file or portfolio of information to the respective department chair for the purpose of justifying academic credit for past experiences. The department chair will either forward the file or portfolio to the Vice President of Academic Services and recommend the number of academic credits to be awarded or require the student to provide additional information on which to base a decision. A final determination on the credit to be awarded to the student will be made by the Vice President of Academic Services upon receipt of the recommendation from the department chair. All documentation leading to the awarding of credit for experiential learning will be filed with the Registrar. Under no circumstances will more than 25% of the required hours for degree, diploma or certificate be awarded for experiential learning.

CREDIT FOR MILITARY TRAINING

The *Guide To The Evaluation of Educational Experiences In The Armed Services* will be used to evaluate military training. The Registrar will consult with the department chair before awarding academic credit.

GRADING SYSTEM

The curriculum student's work is evaluated according to the letter-grade system given below. Course grades are issued at the end of each semester and recorded on the student's transcript. Grades for courses at 100-level and above will be averaged according to grade point equivalents to determine the student's academic standing. Grades for courses below 100-level will be accompanied with an asterisk (*) and the grades will not be calculated in the determination of the student's overall grade point average for student transcript purposes.

GRADE INTERPRETATION

		Grade Point Equivalent
A	An honor mark assigned for work of highest quality.	4 points per credit hour
B	A mark assigned for work of above average quality.	3 points per credit hour
C	A mark assigned for work of average quality.	2 points per credit hour
D	A mark assigned for work of minimum quality.	1 point per credit hour
F	A mark assigned for work below minimum quality.	0 points per credit hour
I	A special mark used only for students who cannot complete course work because of extreme hardship. The student must present a request for this mark to the respective instructor.	
PR	Indicates that a student passed a proficiency examination to meet the requirements of the course.	Not Computed
R	Course Repeated	Not Computed
S	The student has met the requirements of the course satisfactorily	Not Computed
SP	Indicates work of acceptable quality in a course that has not been completed.	Not Computed
U	The student has not met the requirements of the course satisfactorily	0 points per credit hour
W	A mark assigned for students dropping a course during the first third of the semester	Not Computed
WF	Indicates that the student's work is below minimum quality at the time of withdrawal.	0 points per credit hour
WP	Indicates that the student's work is of acceptable quality at the time of withdrawal.	Not Computed
WA	Administrative withdrawal	Not Computed
Y	Audit	Not Computed

ACADEMIC PROBATION AND ACADEMIC SUSPENSION

Academic Progress System (APS): The APS system was designed to realize three stated goals: (1) programmatic excellence, (2) student support and (3) prudent use of local, state and federal resources. The intention is to communicate the standards of our programs and, more importantly, to identify early on those students who are having difficulty progressing through their curriculums and connect them with relevant college services that might be of assistance. There are three levels to the APS – Academic Warning, Probation and Suspension.

ACADEMIC WARNING

If either or both of the following conditions are met at the conclusion of any given semester, a student will be placed on Academic Warning and required to consult his/her Admission/Retention Advisor (ARA) before progressing into the next semester.

A student registers for 13 or more semester hours and withdraws (all "W" codes) from more than 50 percent of those hours.

If a student fails to maintain the cumulative GPA stated in the following scale:

Credit Hours Attempted	Minimum Grade Point Average
• 1-23	1.50
• 24-31	1.75
• 32 and above	2.00
• Certificate Program *Under 32 Credit Hours*	2.00

Students placed on academic warning will be required to complete an academic progress plan to be signed by both their ARA and Faculty Advisor before they are allowed to take classes in the next semester. Additionally, students are urged to limit semester hours of enrollment to 15 hours or less to further ensure a focus on completion and course success. ***Students will remain on academic warning until their cumulative GPA surpasses the levels listed above.***

ACADEMIC PROBATION

If a student on academic warning fails to (1) achieve a 2.00 GPA or above for any semester's registered classes or (2) withdraws from more than 50 percent of any semester's registered classes after the drop/add period, he/she will be placed on Academic Probation. Students placed on Academic Probation will be required to limit semester hours of enrollment to 13 or less to further ensure a focus on course completion and academic success. It is important to note that Academic Probation is a *one* semester *classification.* If, in the next semester, a student (1) achieves a 2.00 GPA or above for all registered classes and (2) completes more than 50 percent of all registered coursework, he/she will no longer be on academic probation and will not be subject to its restrictions (i.e., total hours of enrollment limitation). However, if a student's cumulative GPA is still below the levels required for good standing (listed in academic warning section) he/she will again be placed on academic warning.

ACADEMIC SUSPENSION

If a student on academic probation fails to (1) achieve a 2.00 or above for all registered classes or (2) withdraws from more than 50 percent of registered coursework after the drop/add period, he/she will be placed on Academic Suspension. Students placed on academic suspension will be required to withdraw from MCC for at least one semester. After the suspension semester, a student will be allowed to petition for readmission. The petition must include a justification for

readmission statement prepared by the student. Readmission msut be approved by the student's ARA, faculty advisor, Vice President of Student Services and the Vice President of Academic Services. Upon reenrollment, the student will be placed on Academic Probation and subject to that classification's restrictions and requirements.

ACADEMIC PROGRESS NOTIFICATION

All students will be notified of their academic standing by a letter from the Vice President of Academic Services. The letter will explain the steps needed to be taken by the student. Students not in good standing will have a registration flag placed on their file by the registrar's office. This flag must be removed prior to registration for the subsequent semester. The ARA will contact the registrar's office when this flag is to be removed. Those who fail to comply with their classification's requirements within the first four weeks of the semester will be administratively dropped from all coursework.

Students who are on academic warning or probation who wish to preregister will complete a progress report (obtained from their ARA) showing current grades. Provided a progress report shows that the student is projected to meet the progress requirements of the APS, they will be allowed to preregister.

EVALUATION OF PROGRESS

The academic progress of students receiving educational benefits will be evaluated at the end of each semester. Benefits will be terminated if the student does not maintain a 2.0 G.P.A.

Students who lose their benefits because of unavoidable circumstances such as illness or change of work schedule may have them extended by the Financial Aid Committee as long as they meet the G.P.A. and progress standards in the following semester.

RE-ESTABLISHING BENEFITS

Students who lose their educational benefits may re-establish them by successfully completing six semester hours at Mayland Community College with at least a 2.00 G.P.A. when not receiving educational benefits.

ACADEMIC HONORS

In recognition of students with outstanding academic records, the President's List, Dean's List and Honors List will be published at the end of each semester. To qualify for the President's List, a student must take a minimum work load of 12 semester hours credit and maintain a 4.00 grade point average with no "I's". To qualify for the Dean's List, a student must take a minimum work load of 12 hours credit and maintain at least a 3.50 grade point average with no "I's". To qualify for

the Honor's List, a student must take a work load of 6-11 hours credit and maintain at least a 3.50 grade point average with no "I's".

REQUIREMENTS FOR GRADUATION

A student is eligible for graduation when he/she (1) has satisfactorily completed the academic requirements of the curriculum; (2) has an overall grade point average of 2.0; (3) has met all financial obligations to Mayland Community College; and (4) has completed an application for graduation before the deadline set each year by the Vice President of Academic Services.

In order for a student to participate in the graduation ceremony, the student must file appropriate requests by the deadlines set each year by the chief academic officer. This is to ensure that diplomas, programs, etc. may be prepared.

Students who plan to complete their requirements for graduation in the summer will be allowed to participate in the graduation ceremonies if they are able to complete their required credit hours during the summer session.

HONORS

A graduating student who has earned an overall quality point average of 3.50 or better on all work completed at Mayland Community College will receive his or her diploma or degree with "honors."

SELECTION OF COMMENCEMENT MARSHALS

Marshals will be selected from the undergraduates who have earned 45 or more credit hours at Mayland Community College at the end of the spring semester before graduation and who have a quality point average of 3.50 or above. The Chief Marshal will be the participating marshal with the highest G.P.A.

DEGREES, DIPLOMAS AND CERTIFICATES

Mayland Community College confers the following: Associate in Applied Science, Associate in Arts, diplomas, certificates and General Education Development (GED).

STUDENT CODE OF CONDUCT

Mayland Community College's Student Code of Conduct represents values necessary for an open educational community. If a student enrolls at MCC, he/she agrees to abide by this Code. Behavior is subject to federal, state and local laws. Students are expected to perform honest academic work and follow established Mayland Community College policies and procedures. Violation of any of these regulations or laws may result in probation, suspension or expulsion or any action deemed appropriate by the Discipline Committee. For more information refer to the Student Handbook.

Any infraction of the Student Code of Conduct will be dealt with under the auspices of the discipline procedures as listed in the Student Handbook.

ATTENDANCE

Students are expected to be present and on time for all scheduled classes. Each course has an attendance policy which will be issued to the student at the first class.

In case of inclimate weather, students are responsible for making their own decisions about road safety.

The student will be held responsible for all academic requirements regardless of class attendance.

Occasionally, Saturday classes are held in order to make up days missed due to inclement weather.

Students enrolled in mandated law enforcement training must meet attendance requirements as set forth in Title 12 Chapter 9 of the North Carolina Administrative Code.

WITHDRAWING FROM SCHOOL

Students who withdraw from the College during any semester should first consult with their ARA.

To withdraw from the College, the student will use the following procedures:

1. Obtain a drop form from your ARA and complete an exit interview.
2. Complete a drop-add form listing each course being dropped and securing the necessary signatures.
3. Return completed form(s) to the Registrar's Office by specified date.

PRIVACY RIGHTS OF STUDENTS

The privacy of student records at Mayland Community College is governed by the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380). The Registrar shall ensure compliance with the provisions of that act and any other applicable law.

Directory information (a list of student names, addresses and phone numbers) will be published for internal campus use only. Information such as name and program may be used for such news releases as the Academic Honors List or the graduation list. Students not wanting information released must sign a non-disclosure form on an annual basis. This form is available in the Student Services Office.

No records shall be made available to unauthorized personnel or groups outside the College without the written consent of the student involved except under legal compulsion.

For additional information about their rights, students should consult the Student Handbook or discuss the subject with the Vice President of Student Services.

CAMPUS SMOKING POLICY

Smoking is prohibited in any building on the Mayland Community College campus. It is permitted only is designated areas outside the buildings.

PARKING

Mayland Community College's traffic and parking regulations require all vehicles to display a valid parking permit. Also, the regulations require all visitors to

register their vehicles with the receptionist. All North Carolina laws related to motor vehicles are enforced in all of Mayland Community College's parking areas.

The registration fee for faculty and staff is $10 per year, which covers each fiscal year from August 31 - August 30. Students do not pay this annual fee but they are required to display a valid parking permit. Violators of any of the parking regulations are subject to a $5 citation. Copies of all parking regulations are available in the Bookstore or in the Student Services area.

STUDENT SERVICES

The Student Services Office provides a variety of support services to prospective students and enrolled students as they explore career options and Mayland Community College programs. The mission of Student Services is to develop programming designed to enhance the quality of students' lives and to assist them in their personal and professional development. From pre-admission to post graduation, Student Services seeks to provide and support opportunities designed to develop the student holistically while facilitating their matriculation, persistence and attainment of educational goals.

1. PLACEMENT TESTING & ADMISSIONS ADVISING

All entering curriculum students, not having prior college credits in English or mathematics, will take the Computerized Placement Test (CPT) through the Admissions Office. The CPT provides information on a student's skill level in reading, English and mathematics and helps determine the appropriate courses in these areas for the student's chosen curriculum. The tests are untimed. If placement test scores indicate above average skill, a student may be allowed to exempt particular classes. If the scores indicate developmental work is needed, the student may be placed in skill-building courses. Credits for developmental courses do not count toward the required number of credit hours for graduation. If courses have been taken at another college, the CPT may not be needed. Transcripts need to be evaluated by the Registrar before taking the placement test. Special testing is available to students with disabilities. Please contact the Support Options for Achievement and Retention (S.O.A.R.) Office in advance for special testing accommodations.

2. FINANCIAL AID

Financial information and application procedure help are provided. The Coordinator of Financial Aid will provide information and assistance to students applying for the various types of aid described in the financial aid section of this catalog.

3. ORIENTATION

An orientation program is conducted by members of the faculty, staff and student body to acquaint the new student with the personnel, regulations, policies and privileges of the College. In addition, the student will learn valuable study skills. New students will be notified about the schedule for the program.

4. CAREER SERVICES

Career Services provides assistance with all aspects of career planning and placement. Services include:

Career Counseling: A trained career counselor is available to assist students in assessing their career interests and abilities, establishing career and educational goals, and developing action plans for achieving those goals. A wide variety of career development resources are housed in the Career Center, including books, videos, career assessments, Internet resources and extensive computerized information systems. Students can research any occupation or educational institution, enabling them to make well informed decisions.

Job Search Skills Assistance: A counselor can also assist students in writing a resume, developing interviewing skills, finding networking/shadowing opportunities, and setting-up job search strategies.

Job Placement Assistance: An on-campus Employment Security Commission advisor is available to help students identify both part-time and full-time job openings. The computerized JIS terminals (job information systems) are available in the Commons so that students can access job opportunities anytime the College is open. Local job listings are also posted on the Job Placement bulletin board for easy access.

5. ACADEMIC SUPPORT

The S.O.A.R. Program (Student Options for Achievement and Retention) is an academic support program designed to provide students the opportunity to complete their chosen curriculum by increasing their options for academic success. The program attempts to identify and provide support activities which extend beyond what would normally be offered at the college. First-generation college students, (neither parents has a four-year college degree), low income students, or students with physical or learning disabilities qualify for the program. S.O.A.R. is sponsored jointly by Mayland Community College and the U.S. Department of Education, TRIO Programs, Washington, D.C. Services available include:

- BASIC SKILLS DEVELOPMENT —Trained instructors assist students with basic skill development in reading, math and English and provide supplemental assistance in related areas.
- ACADEMIC, PERSONAL, AND FINANCIAL COUNSELING — S.O.A.R. staff can help students develop academic and personal goals. They also give assistance in researching all available financial resources.
- FREE TUTORING/PEER MENTORING —Tutors and Peer Mentors are available to assist students with coursework, give information, provide study skills help or whatever students need to be successful.

• TRANSFER HELP —Eligible students may receive assistance in transferring to four year colleges and universities. Trips to area colleges, information on possible courses of study and exploration of financial resources are offered.

• ASSISTANCE FOR STUDENTS WITH DISABILITIES —Services such as notetakers, recorded texts, student advocacy, etc. are available to students with disabilities. Students are asked to contact S.O.A.R. prior to registration if such services are needed.

HOUSING

Mayland Community College has no dormitory facilities. Students who wish to live away from home must make their own housing arrangements. The College takes no responsibility for locating or supervising student housing.

HEALTH SERVICES AND EMERGENCY PROCEDURES

Mayland Community College has no facilities or personnel for medical treatment other than for minor first aid and assumes no financial responsibility for injuries or sickness of students. Students suffering acute illness or injuries requiring more than minor first aid will be referred to the emergency room of Spruce Pine Community Hospital. The student will be responsible for all costs incurred in such treatment. First aid supply kits are located in the kitchen area of the Student Commons, the Science Lab (Room 265), the Auto Body Repair Building, the Public Safety Center, the Electrical Installation/Welding Building, the Industrial Mechanics area of the Vocational Building and the Phillips-Gwaltney Child Development Center.

In the event of an emergency, accident or serious injury, individuals should:

1. Notify the main switchboard operator
2. Notify the MCC Safety Officer, located in the Business Office

The Safety Officer will determine the nature and extent of the emergency, accident or serious injury and take appropriate action.

Students must provide themselves with medical insurance to cover illness and injuries. Accident insurance covering accidents occurring at school or on school-sponsored activities is $1.20 per semester.

Students are encouraged to use the services of the health department in their counties of residence for such purposes as clinics, evaluation, X-rays, inoculations, health information, etc.

Avery County Health Department	733-4971
Mitchell County Health Department	688-2371
Yancey County Health Department	682-6118

Free pamphlets containing information about various health problems are available in the student lounge area.

STUDENT ORGANIZATIONS AND ACTIVITIES

Mayland Community College encourages student participation in extracurricular activities. Such participation plays an important role in leadership development and in the general, social and educational growth of the student.

Student organizations are sanctioned by the Student Services Office and may be given operational funds by the Student Government Association. All organizations must have an active faculty or staff sponsor. To begin a new organization, a student should talk with the Vice President of Student Services. Refer to the Student Handbook for procedures in establishing student organizations.

STUDENT NURSES' ASSOCIATION

The Student Nurses' Association (SNA) is designed to benefit those enrolled in the Nursing programs at the College. Some advantages of membership in the SNA include:

- reduced rates on products and services
- rewarding contests and scholarship opportunities
- career launching seminars and services

For more information, see the SNA advisor or any nursing instructor.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) at Mayland Community College is the official voice of the student body. As such, it not only represents the students but also works with SGA Advisors to provide social, educational/cultural, recreational and service activities for the school and the community. The SGA President is also an ex-officio member of the College's Board of Trustees.

SGA meetings are held twice monthly. Any interested student or staff member is invited to attend and to participate in the planning of activities. Voting privileges are reserved for senators and officers.

SGA officers are elected from the student body, while senators are selected from each curriculum program in accordance with the organization's constitution. Responsibilities and powers of the SGA are those specified in its constitution and approved by the College's Board of Trustees. Copies of the SGA Constitution are located in the SGA Office.

PHI THETA KAPPA

The Alpha Pi Kappa Chapter of Phi Theta Kappa is an active part of activities at Mayland Community College. This honor society emphasizes four hallmarks—Scholarship, Leadership, Service and Fellowship. To be eligible, members are required to have a cumulative grade point average of 3.25 and a minimum of 12 semester hours completed at MCC in courses above the 100 level. New members are inducted during the Fall and Spring Semesters. Leadership conferences sponsored by the Carolinas Region are held annually.

EARLY CHILDHOOD STUDENTS' ASSOCIATION

The Early Childhood Students' Association (ECSA) is organized for students enrolled in MCC's Early Childhood Associate program. It provides networking and educational opportunities for members.

PEER MENTORS

Peer Mentors offer assistance to fellow students by serving as a resource concerning personal or academic concerns. New students are encouraged to seek out

this service in the S.O.A.R. Program office. Peer Mentors are full-time students who have completed at least one semester of coursework.

CHILD CARE

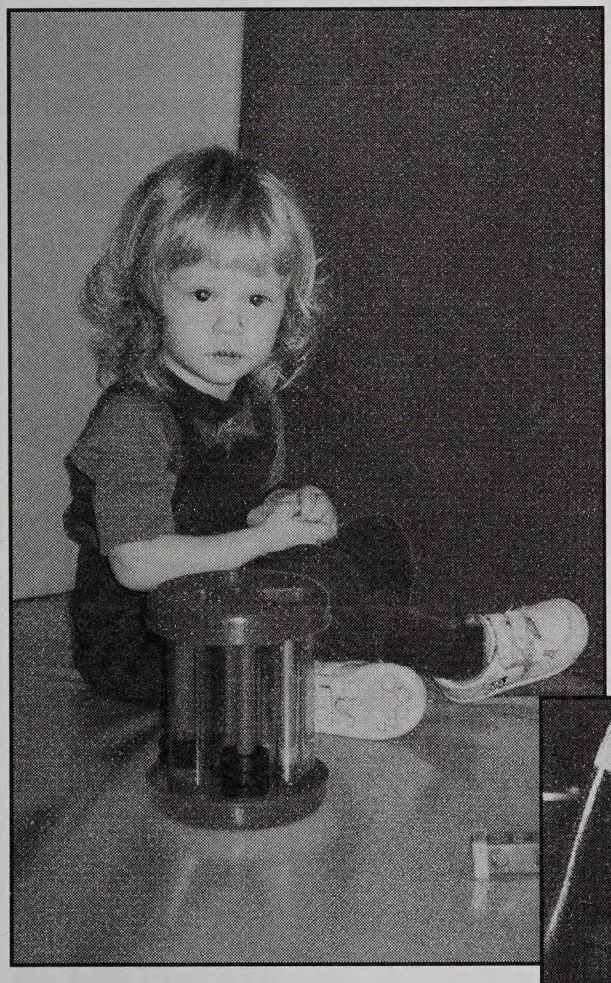
The Phillips-Gwaltney Child Development Center, MCC's laboratory school, offers child care for students, staff, faculty and the community. Student parents have first priority. Children from 6 weeks to school-age receive a model, high quality developmental program taught by degreed teachers from 6:30 a.m. until 5:30 p.m. The Center maintains an AA license, which represents the lowest child/staff ratio. Nutritious meals, including breakfast, lunch, and an afternoon snack, are served. Various child care subsidy plans are available for student financial assistance through local county departments of social services, JOBS, JTPA, departments of labor, and MCC child care grants. For more information, contact the Center at (704) 765-1401.

SPORTS

Mayland Community College does not presently participate in intercollegiate athletic competition. Students are encouraged to organize and participate in basketball, softball or other teams that compete in local recreation leagues.

To begin a new sports activity, students may contact the Vice President of Student Services. If student interest is sufficient and a faculty or staff advisor can be secured, the activity may be approved and funded with student activity funds.

Educational Resources



It's A Great College!

THE LEARNING RESOURCES CENTER

The Learning Resources Center (LRC) acts as both an instructional support system and an information network. Services are provided not only to the faculty, staff and students of Mayland Community College, but also to any resident of Avery, Mitchell orYancey counties. Resources include both print and non-print materials, audio visual equipment and workshops/orientations.

The LRC is located on the second floor of the Administration/Classroom Building. Weekly hours are 8:00am-9:00pm from Monday-Thursday and 8:00am-5:00pm on Friday. It is in operation every day that Mayland Community College is open and has reduced hours during semester breaks.

The collection is automated through an integrated library system and is organized using the Library of Congress classification system. Most books circulate for a four-week period. Non-print materials circulate for overnight. Periodicals do not circulate.

Through the DAC, or Dynix Automation Center, Mayland is networked with more than 35 other North Carolina Community College Learning Resources Centers, making us a part of the third largest library in North Carolina.

INTERLIBRARY LOAN

If a patron is in need of materials not in the collection, the LRC may borrow these from other libraries through an online interlibrary loan system. At times, a fee is charged to the LRC which is passed along to the patron. Most requests are filled within one to six weeks.

APPALACHIAN ROOM

The Appalachian Room contains three specialized collections of materials pertaining to genealogy in general and our own region in particular. These collections are: Genealogy, Appalachian Studies and North Carolina. Materials are available for the novice researcher as well as for the more experienced one. Although the materials from the Genealogy collection do not circulate, selected books from both the North Carolina and Appalachian Studies collections may be borrowed.Due to the value of the material in this area, the door is kept locked, however, the circulation desk attendant is available to let patrons in and give limited assistance. Microfilm to supplement research in the genealogy area is available on interlibrary loan. Students and patrons need to check the circulation desk for details.

TELECOMMUNICATIONS

A satellite receive system is available for use in teleconferences, telecourses and other educational purposes. The community is encouraged to make use of this capability.

AUDIO VISUAL SERVICES

Audio Visual (AV) Services provides equipment to support the curricula at Mayland Community College. The LRC staff is available to assist with equipment

questions. AV equipment is available for checkouts by faculty, staff and other qualified patrons. Please check in the Learning Resources Center for assistance. Reserving needed equipment ahead of time is highly recommended.

OTHER INFORMATION

• Orientations are conducted for new students and are recommended for the most efficient use of materials and facilities. If special assistance is needed, please check with the circulation desk attendant to have time blocked off for a particular need.

• A security system has been installed to insure the proper checkout of all LRC materials.

• A photocopier is located near the circulation desk. The person on duty is available to assist patrons in its use and to collect money owed for copies.

CONTINUING EDUCATION

GENERAL INFORMATION

An important function of the College is to provide a variety of courses for the continuing education of adults. The development of these courses is based upon the needs and interests of the professional, business, industry, civic and cultural communities.

Continuing Education promotes the concept of lifelong learning by providing meaningful educational experiences that will help adults meet occupational and professional goals and fulfill social and personal needs. Courses and programs are offered that allow adults to achieve their fullest potential in our ever-changing world of knowledge, skill and understanding. The diversity of these programs ranges from basic reading and writing skills to vocational and technical upgrading to cultural and personal enrichment.

CLASS LOCATIONS

While some classes are held on the Mayland Community College campus, others are conducted or may be organized in surrounding communities or within particular businesses or industries throughout Mitchell, Avery and Yancey counties.

ADMISSION

Admission to continuing education classes is open to individuals 18 years of age or older. Individuals less than 18 years old who are high school graduates or whose high school class has graduated may also enroll in Continuing Education courses. High school juniors and seniors, 16 years of age and older, may enroll with permission from high school officials. There are no formal education requirements for most Continuing Education courses. Individuals interested in attending Continuing Education courses may register by attending the first class. Preregistration is required for some classes. Applicants are accepted on a first-come, first-served basis.

CLASS SCHEDULE

Classes are normally scheduled on a quarterly basis with new classes beginning each September, December, March and June. Special seminars and industrial courses may be scheduled to begin at any time appropriate for the company and Mayland Community College.

Courses last an average of 6 to 11 weeks, depending on the nature of the course. However, some classes are offered on a short-term basis and some may continue up to 17 weeks. Information about classes is released regularly through the local news media. Quarterly schedules are published and distributed by the College.

MINIMUM ENROLLMENT REQUIRED

Normally, a course will be offered when a minimum of ten persons enroll for the subject. The College reserves the right to cancel any course when an insufficient number of people register.

CLASS HOURS

The majority of Continuing Education courses are offered one or two evenings per week. Courses may meet for one to four hours per evening. Special extension, industrial and seminar programs may be scheduled at the convenience of the participants and college.

FEES

For most Continuing Education courses, there is a $5 to $35 registration fee. In compliance with North Carolina Statutes, however, this fee may be waived for selected individuals. The registration fee is waived for all enrollees in Adult Basic Education. Also, North Carolina residents 65 years old or older are exempt from registration and tuition fees, with the exception of self-supporting classes. Other costs in Continuing Education classes may include textbooks and/or equipment and tools. Registration fees are subject to change contingent upon action by the N.C. General Assembly.

CONTINUING EDUCATION UNITS (CEU)

The Southern Association of Colleges and Schools, of which Mayland Community College is an accredited member, has recommended that the Continuing Education Unit (CEU) be used as the basic instrument of measurement for an individual's participation in non-credit classes, courses and programs. The CEU is a unit measure; one CEU is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction.

Continuing Education Units are formally awarded for courses that are applicable to professional certification, license renewal and many professional and occupational upgrading courses.

OCCUPATIONAL EXTENSION COURSES

The College offers many vocational, technical and business courses in Continuing Education. The primary objectives of these courses are to: (1) provide

adults additional skills and/or knowledge applicable to the present occupation; (2) provide training for occupations in which skill and knowledge requirements are undergoing transition due to technological advances in equipment, materials, and machines; and (3) provide assistance to area business and industry in meeting their manpower needs through specialized courses.

Occupational upgrading courses are available in each of the following areas.

• BUSINESS and MANAGEMENT courses are available to a wide variety of business organizations and for those in administrative, management, sales and secretarial occupations.

• FIRE SERVICE training is offered in fire fighting techniques for members of municipal, volunteer and industrial fire brigades.

• HEALTH OCCUPATIONS programs have been established for persons seeking additional medical, allied health and nursing knowledge and skills. All levels of courses from paraprofessional to professional are offered.

• LAW ENFORCEMENT courses have been designed for upgrading both experienced and recently employed policemen, law enforcement officials and security personnel.

• MANAGEMENT AND SUPERVISORY DEVELOPMENT courses are offered to improve supervisory and management techniques for beginning and experienced personnel.

• TECHNICAL courses are available for upgrading the knowledge and skills of persons working in the numerous technical and paraprofessional occupations.

• VOCATIONAL UPGRADING courses are designed for persons working in skilled and semi-skilled occupations. Information concerning course offerings may be obtained by calling the Continuing Education Offices at 765-7351 (Mitchell County), 733-5883 (Avery County) or 682-7315 (Yancey County).

OCCUPATIONAL EXTENSION COURSE STATEMENT

State regulations require that students enrolling in any occupational extension class more than twice within a five year period to pay for the class on a self-supporting basis. The fee for such a class is $2.54 per hour or $35.00 per class, whichever is greater. Fees are subject to increase or decrease without notice from MCC. For more information on this regulation, contact the Avery Learning Center at (704) 733-5883; the Yancey Learning Center at (704) 682-7315; or the Mayland Community College Continuing Education Department at (704) 765-7351 or 1-800-462-9526.

NEW AND EXPANDING INDUSTRY TRAINING

One of the basic objectives of Mayland Community College is to stimulate the creation of more challenging and rewarding jobs for the citizens of our area by providing a customized training service to new and expanding industries.

Subject to minimal limitations, the College, in cooperation with the Industrial Services Division, N. C. Community College System, will design and administer a special program for training the production manpower required by any new or expanding industry creating new employment opportunities in North Carolina.

The purpose of this service is to help a new or expanding industry meet its immediate manpower needs and encourage each industry to develop a long-range training program of its own to satisfy its continuing replacement and retraining needs. No charge is made for these services.

SMALL BUSINESS CENTER

The Small Business Center (SBC), located on the main campus, is an educational resource center for existing and prospective small business owners or managers. Individual, private and confidential counseling are arranged for clients who want to start a business or wish to strengthen their existing businesses. Seminars and special workshops dealing with small business topics such as small business start-up, record keeping, taxes, management and technical skills training are held regularly at the main campus and in the field offices in Avery and Yancey counties. The SBC also makes referrals to other local, state and federal agencies and organizations that assist in business start-up, licensing and management. Services of the SBC are available at little or no expense to the client.

COMMUNITY SERVICES PROGRAM

The Community Services program offers individuals 18 years of age and older short-term courses for self-improvement and academic achievement. Cultural and civic enrichment events are also provided. The program is intended to meet the growing needs and interests of the community. The purpose is to give an individual a chance to pursue special interests and to fill his/her leisure time with worthwhile educational projects. Some of these include conversational foreign languages, local flora, consumer education, flower arranging, creative arts, cake decorating, sign language, ceramics, concerts, special speakers and personal development.

Additional information regarding community services courses or programs may be obtained by contacting the Continuing Education Office at the College.

HUMAN RESOURCES DEVELOPMENT PROGRAM

The purpose of the Human Resources Development Program (HRD) is to train the underemployed adults of the Tri-County area. HRD is a pre-vocational training and placement program funded by the North Carolina General Assembly. HRD training helps clients orient themselves to the workplace through recognition of their abilities and limitations, understanding the effects of their behavior on others as well as learning problem-solving and communication skills. In addition, HRD

provides free services to its clients including job placement assistance, counseling, resumé development and printing and referral.

ENGLISH AS A SECOND LANGUAGE

English as a Second Language (ESL) classes are offered at Mayland through the Basic Skills Program. Beginner, intermediate and advanced English are offered. Classes stress everyday life skills which enable the student to be a functioning member of society. Citizenship classes are offered upon request; classes are offered on-campus as well as off-campus. Contact the Learning Lab for more information.

INDIVIDUALIZED INSTRUCTION

Mayland Community College offers individualized instruction in reading, English, mathematics and other subjects upon request. The sections below offer the specific descriptions of this instruction. Persons interested in enrolling should consult with an MCC counselor or advisor for the most appropriate placement.

LEARNING LAB

The Learning Laboratory program at Mayland Community College offers students an opportunity to study many subjects at whatever academic level they require. Instructional materials which move gradually from the basic and easily learned knowledge to the more difficult are used. Students may also use computers, filmstrips, cassette tapes, video cassettes and other audiovisual media which make learning easier and more interesting. An instructor is always available to assist and counsel students.

New students may enroll in the Lab any time during the year and may attend any time their daily schedule permits. There is no charge for studying in the Learning Lab. The Lab operates from 8:00 a.m. to 9:00 p.m. Monday through Thursday, and from 8:00 a.m. to 5:00 p.m. on Friday. The Learning Laboratory offers students the opportunity to:

• PREPARE FOR THE GED TEST

The High School Equivalency Program provides an opportunity for adults who did not complete their high school education to prepare for the General Education Development Test (GED). This test enables the adult to demonstrate his/her general education competence and be awarded a certificate recognized and generally accepted as equivalent to a high school diploma.

To receive the GED certificate, a person must have a total standard score of 225 on the GED test with no single test score below 40.

Approximately eight hours are required to complete the entire battery of GED tests. A $7.50 testing fee is required.

• REVIEW BASIC SKILLS

The Basic Skills Program provides the opportunity for adults to develop basic verbal and computational skills necessary to function in employment and in the community. The materials used are designed for adults. Upon completion of the

Basic Skills Program, students are encouraged to enroll in the GED Program.

• MAKE UP COLLEGE DEFICIENCIES

The Adult Preparatory Program provides opportunities for students to build academic skills and acquire background necessary for entrance into post high school courses. An individualized educational plan is designed for each student enrolled in this program.

• ENHANCE LEARNING WITH SPECIALIZED COURSES

The Adult Enrichment Program provides opportunities for adults to improve their on-the-job performance and to better themselves through selected courses of general interest. Examples of courses offered through this program are speed reading, math improvement and computer literacy.

• RECEIVE SUPPLEMENTARY INSTRUCTION

Adult students who are enrolled in other courses at Mayland Community College or at other educational institutions and desire supplementary instruction may attend the Learning Lab. A variety of learning materials, both traditional and computer-assisted, are available for student use.

CURRICULUM LABORATORY

DEVELOPMENTAL CLASSES

Mayland offers developmental classes in reading, English and math for students who are pursuing a certificate, diploma or degree program and who have completed a high school diploma or GED but lack the academic skills or background to be successful in college-level courses. Students place into these courses by placement test scores and progress in the sequence through either successful completion of each course or retesting into a higher level.

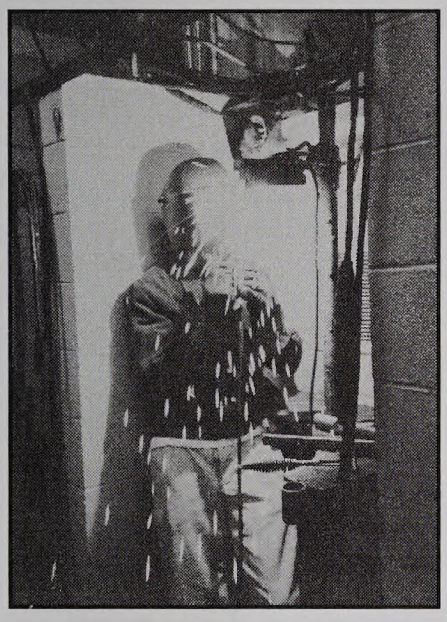
Credit earned in developmental classes count only in computation of course load. Credit does not count toward graduation. Grades earned do not count in the computation of GPA.

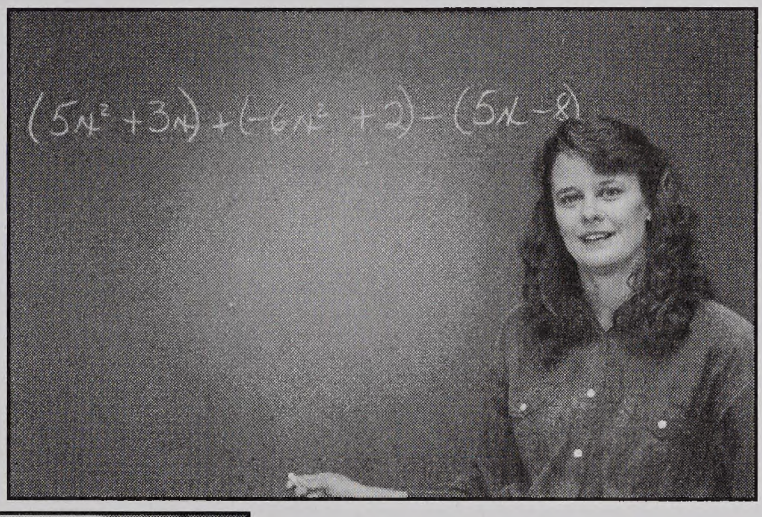
ACADEMIC SKILLS LAB

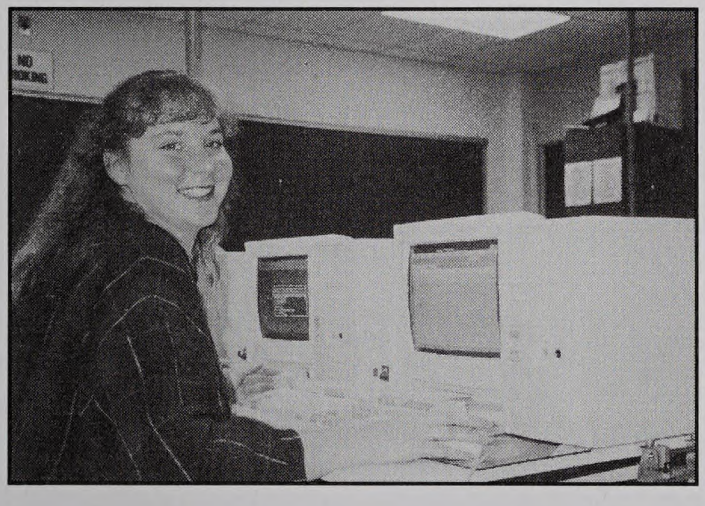
The Academic Skills Lab provides students free of charge the opportunity to work on particular skill deficiencies outside of and as a supplement to regular classroom activities. Students enrolled in a developmental course as well as any curriculum course may seek help in reading, writing or math. Instructors also may refer students to the Academic Skills Lab for help in identifying and solving problems in these areas. Students may receive one-on-one as well as computer-aided instruction. The software available includes a variety of diagnostic pre- and post-tests with many practices and applications in the three content areas. The hours of the Academic Skills lab may vary by semester.

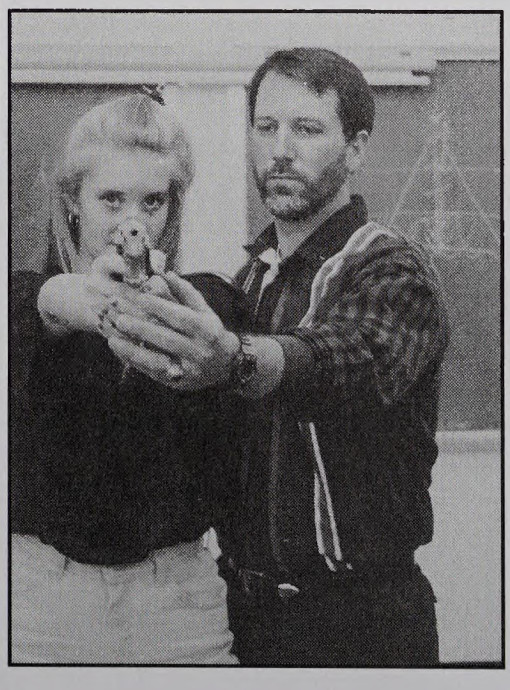
Curriculum Programs

It's A Great College!









CURRICULUM PROGRAMS

Mayland Community College offers a variety of curriculum programs. Within the programs, associate degrees, diplomas and certificates are available. All programs are listed alphabetically in this catalog.

Accounting
- Associate Degree
- Diploma
- Certificate

Associate in Arts Program - College Transfer

Associate in General Education

Associate Degree Nursing

Autobody Repair
- Diploma
- Level I Certificate
- Level II Certificate

Basic Law Enforcement Training
- Certificate

Business Administration
- Associate Degree
- Certificate

Cosmetology
- Associate Degree
- Diploma
- Certificate - Manicuring

Cosmetology Instructor Training
- Certificate

Criminal Justice Technology
- Associate Degree

Early Childhood Associate
- Associate Degree, Professional Bus. and Management Option
- Associate Degree, Professional Fundamentals Option
- Diploma

Electrical/Electronics Technology
- Diploma
- Certificate, Residential Wiring
- Certificate, Industrial Wiring

Electronics Engineering Technology
- Associate Degree
- Basic Electronics - Level I Certificate
- Digital Electronics - Level II Certificate
- Applied Electronics - Level II Certificate

General Occupational Technology
- Diploma

Information Systems
- Associate Degree
- Certificate - Applications
- Certificate - Programming

Manicuring Instructor Training
- Certificate

Nursing Assistant
- Certificate

Office Systems Technology
- Associate Degree
- Diploma
- Certificate

Office Systems Technology with Medical Concentration
- Associate Degree

Welding Technology
- Diploma
- Level I Certificate
- Level II Certificate

Accounting (A25100)

Associate in Applied Science

Curriculum Description:

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the "language of business," accountants assemble and analyze, process and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

ACCOUNTING
SEMESTER BY SEMESTER
ASSOCIATE, DAY PROGRAM

Fall Semester		Credit Hours
ACC 120	Principles of Accounting I	4
MAT 161	College Algebra	3
CIS 110	Introduction to Computers	3
ACA 111	College Student Success	1
BUS 137	Principles of Management	3
	Humanities Elective	3
		17

Spring Semester		
ACC 121	Principles of Accounting II	4
ENG 111	Expository Writing	3
OST 136	Word Processing	2
BUS 115	Business Law I	3
ACC 131	Federal Income Taxes	3
Select one of the following:		
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3
		18

Summer Semester

BUS 228	Business Statistics	3
ACC 293	Selected Topics in Accounting	3
ACC 140	Payroll Accounting	2
		8

Fall Semester

ECO 251	Principles of Microeconomics	3
BUS 225	Business Finance	3
BUS 260	Business Communication	3
CIS 120	Spreadsheet I	3
ACC 220	Intermediate Accounting I	4
		16

Spring Semester

ACC 221	Intermediate Accounting II	4
ECO 252	Principles of Macroeconomics	3
BUS 240	Business Ethics	3
ACC 225	Cost Accounting	3
COM 110	Introduction to Communication	3
		16

TOTAL HOURS: **75**

ACCOUNTING
SEMESTER BY SEMESTER
ASSOCIATE, EVENING PROGRAM

Fall Semester		**Credit Hours**
ACC 120	Principles of Accounting I	4
CIS 110	Introduction to Computers	3
ACA 111	College Student Success	1
		8

Spring Semester

ACC 121	Principles of Accounting II	4
ENG 111	Expository Writing	3
OST 136	Word Processing	2
		9

Summer Semester

COM 110	Introduction to Communication	3
ACC 140	Payroll Accounting	2
		5

Fall Semester

ECO 251	Principles of Microeconomics	3
BUS 225	Business Finance	3
BUS 260	Business Communication	3
BUS 228	Business Statistics	3
		12

Spring Semester

ECO 252	Principles of Macroeconomics	3
BUS 240	Business Ethics	3
ACC 225	Cost Accounting	3
CIS 120	Spreadsheet I	3
		12

Summer Semester

ACC 293	Selected Topics in Accounting	3

Fall Semester

MAT 161	College Algebra	3
BUS 115	Business Law I	3
		6

Spring Semester

ACC 131	Federal Income Taxes	3
Select one of the following:		
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3
		6

Fall Semester

ACC 220	Intermediate Accounting I	4
BUS 137	Principles of Management	3
		7

Spring Semester

ACC 221	Intermediate Accounting II	4
	Humanities Elective	3
		7

TOTAL HOURS: **75**

ACCOUNTING
SEMESTER BY SEMESTER
DIPLOMA, DAY PROGRAM

Fall Semester		Credit Hours
ACC 120	Principles of Accounting I	4
BUS 137	Principles of Management	3
		7
Spring Semester		
ACC 121	Principles of Accounting II	4
ENG 111	Expository Writing	3
BUS 115	Business Law I	3
ACC 131	Federal Income Taxes	3
		13
Summer Semester		
ACC 293	Selected Topics in Accounting	3
CIS 110	Introduction to Computers	3
		6
Fall Semester		
CIS 120	Spreadsheet I	3
MAT 161	College Algebra	3
		6
Spring Semester		
BUS 240	Business Ethics	3
ACC 225	Cost Accounting	3
COM 110	Introduction to Communication	3
		9
TOTAL HOURS:		**41**

ACCOUNTING
SEMESTER BY SEMESTER
DIPLOMA, EVENING PROGRAM

Fall Semester		Credit Hours
ACC 120	Principles of Accounting I	4
CIS 110	Introduction to Computers	3
		7
Spring Semester		
ACC 121	Principles of Accounting II	4
ENG 111	Expository Writing	3
		7
Summer Semester		
COM 110	Introduction to Communication	3

Fall Semester

MAT 161	College Algebra	3
BUS 115	Business Law I	3
		6

Spring Semester

BUS 240	Business Ethics	3
ACC 225	Cost Accounting	3
CIS 120	Spreadsheet I	3
		9

Summer Semester

ACC 293	Selected Topics in Accounting	3

Fall Semester

BUS 137	Principles of Management	3

Spring Semester

ACC 131	Federal Income Taxes	3

TOTAL HOURS: **41**

ACCOUNTING
SEMESTER BY SEMESTER
CERTIFICATE, DAY PROGRAM

Fall Semester		Credit Hours
ACC 120	Principles of Accounting I	4
CIS 110	Introduction to Computers	3
		7

Spring Semester		
ACC 121	Principles of Accounting II	4
ACC 131	Federal Income Taxes	3
		7

TOTAL HOURS: **14**

ACCOUNTING
SEMESTER BY SEMESTER
CERTIFICATE, EVENING PROGRAM

Fall Semester		Credit Hours
ACC 120	Principles of Accounting I	4
CIS 110	Introduction to Computers	3
		7

Spring Semester		
ACC 121	Principles of Accounting II	4
ACC 131	Federal Income Taxes	3
		7

TOTAL HOURS: **14**

Humanities Electives: ART 111, ART 116, HUM 110, HUM 120, HUM 121, HUM 122, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, HUM 220, MUS 110, MUS 112, MUS 113, PHI 210, PHI 215, PHI 240, REL 110, REL 111, REL 112, REL 211, REL 212, REL 221, SPA 111, SPA 112, SPA 211, SPA 212.

Associate Degree Nursing, Non-Integrated (A45120)

Associate in Applied Science

Curriculum Description:

The Associate Degree Nursing curriculum provides individuals with the knowledge and skills necessary to provide nursing care to clients and groups of clients throughout the lifespan in a variety of settings.

Courses will include content related to the nurse's role as provider of nursing care, as manager of care, as member of the discipline of nursing and as a member of the interdisciplinary team.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a Registered Nurse. Employment opportunities include hospitals, longterm care facilities, clinics, physician's offices, industry and community agencies.

PN exit determined after the **FALL** semester of the **SECOND** year. Eligible for listing as a Nursing Assistant after the **SPRING** semester of the **FIRST** year.

ASSOCIATE DEGREE NURSING
SEMESTER BY SEMESTER
DAY PROGRAM

Fall Semester		Credit Hours
ACA 111	College Student Success	1
BIO 165	Anatomy & Physiology I	4
PSY 110	Life Span Development	3
NUR 115	Fundamentals of Nursing	5
ENG 111	Expository Writing	3
NUR 118	Nutrition/Diet Therapy	2
		18

Spring Semester		
BIO 166	Anatomy & Physiology II	4
NUR 117	Pharmacology	2
NUR 133	Nursing Assessment	3
	OR	
NUR 189	Nursing Transition	2
NUR 135	Adult Nursing I	9
		17-18

Summer Semester		
CIS 110	Introduction to Computers	3
NUR 185	Mental Health Nursing	5
		8

Fall Semester		
NUR 125	Maternal-Child Nursing	8
NUR 116	Nursing of Older Adults	4
	Humanities Elective	3
		15

Spring Semester		
COM 110	Introduction to Communication	3
NUR 188	Nursing in the Community	3
NUR 235	Adult Nursing II	10
		16

	TOTAL HOURS:	**75**

Humanities Electives: ART 111, ART 116, HUM 110, HUM 120, HUM 121, HUM 122, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, HUM 220, MUS 110, MUS 112, MUS 113, PHI 210, PHI 215, PHI 240, REL 110, REL 111, REL 112, REL 211, REL 212, REL 221, SPA 111, SPA 112, SPA 211, SPA 212.

SUBJECT TO CHANGE

Associate in Arts (A10100)

The College Transfer Program is designed for the students who plan to transfer to a four year institution to continue their formal education for a Baccalaureate Degree. The program of study includes a general education core of 44 semester hours credit distributed as follows:

English Composition (6)
Humanities/Fine Arts (12)
Social/Behavioral Sciences (12)
Natural Sciences/Mathematics (14)

Students who complete this core may be eligible to transfer to any of the state public four year institutions and satisfy the general education requirements there. Students who complete the additional required hours (20-21) for the degree may be eligible to transfer and enter with junior class standing.

Students who are planning to transfer to a private college or out-of-state institution should consult with that institution for academic course selection guidance.

The students' faculty advisor should be consulted for a listing of the courses that will satisfy the degree requirements for transfer purposes.

ASSOCIATE IN ARTS - COLLEGE TRANSFER
SEMESTER BY SEMESTER
DAY PROGRAM

Fall Semester		Credit Hours
ENG 111	Expository Writing	3
COM 110	Intro. To Communication	3
CIS 110	Introduction to Computers	3
ACA 111	College Student Success	1
	Humanities/Fine Arts Elective	3
	Social/Behavioral Sc. Elective	3
		16
Spring Semester		
ENG 113	Literary Based Research	3
HEA 110	Personal Health and Wellness	3
	OR PED 110 Fit and Well for Life	2
	and PED activity course	1
	CIS or OST Elective	2-3
	Humanities/Fine Arts Elective	3
	Social/Behavioral Sc. Elective	3
	Other Required Hours Elective	2-3
		16-18

Fall Semester		
MAT 161	College Algebra	3
	Natural Science Elective	4
	Humanities/Fine Arts Elective	3
	Social/Behavioral Science Elective	3
	Other Required Hours Elective	3
		16
Spring Semester		
	Natural Science Elective	4
	Math Elective	3
	Humanities/Fine Arts Elective	3
	Social/Behavioral Science Elective	3
	Other Required Hours Elective	3
		16
	TOTAL HOURS	**64-66**

ASSOCIATE IN ARTS - COLLEGE TRANSFER
SEMESTER BY SEMESTER
EVENING PROGRAM

Fall Semester		**Credit Hours**
ENG 111	Expository Writing	3
COM 110	Intro. To Communication	3
CIS 110	Introduction to Computers	3
ACA 111	College Student Success	1
	Social/Behavioral Sc. Elective	3
		13
Spring Semester		
ENG 113	Literary Based Research	3
	CIS or OST Elective	2-3
	Humanities/Fine Arts Elective	3
	Social/Behavioral Sc. Elective	3
		11-12
Fall Semester		
BIO 111	General Biology I	4
	Humanities/Fine Arts Elective	3
	Social/Behavioral Science Elective	3
		10
Spring Semester		
BIO 112	General Biology II	4
	Humanities/Fine Arts Elective	3
	Other Required Hours Elective	3
		10

Fall Semester

MAT 161	College Algebra	3
HEA 110	Personal Health and Wellness	3
	OR PED 110 Fit and Well for Life	2
	and PED activity course	1
	Humanities/Fine Arts Elective	3
	Other Required Hours Elective	3
		12

Spring Semester

	Math Elective	3
	Social/Behavioral Science Elective	3
	Other Required Hours Electiv	2-3
		8-9
	TOTAL HOURS:	**64-66**

ASSOCIATE IN ARTS - COLLEGE TRANSFER ELECTIVES

Humanities/Fine Arts Elective (12 SHC) Select **four** courses from at least **three** of the following discipline areas: music, art, drama, dance, foreign languages, interdisciplinary humanities, philosophy and religion. **At least one course must be a literature course.** ART 111, ENG 231, ENG 232, ENG 241, ENG 242, HUM 110, HUM 122, HUM 220, MUS 110, PHI 210, PHI 240, REL 110, REL 211, REL 212, SPA 111, SPA 112.

Social/Behaviorial Science Elective (12 SHC) Select **four** courses from at least **three** of the following discipline areas: anthropology, economics, geography, history, political science, psychology and sociology. **At least one course must be a history course.** ECO 151, ECO 251, ECO 252, HIS 121, HIS 122, HIS 131, HIS 132, POL 110, POL 120, PSY 150, PSY 241, SOC 210, SOC 220.

Natural Science/Math Elective (11 SHC)
Natural Science (8 SHC) Select two courses, including accompanying laboratory work, from among the biological and physical science disciplines: BIO 111, BIO 112, PHY 151, PHY 152. Mathematics (3 SHC) MAT 162, MAT 151

Other Required Hours Electives

Select one of the following: CIS 120, CIS 152, CIS 169, or OST 136

Select one of the following: HEA 110 or PED 110

Select one of the following: PED 119, PED 120, PED 125, PED 126, PED 130, PED 131, PED 181, PED 182

Select 8 SHC not selected earlier from sections above or any of the following: ART 116, ENG 233, ENG 243, ENG 251, ENG 252, ENG 261, ENG 262, HUM 120, HUM 121, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, MUS 112, MUS 113, PHI 215, REL 111, REL 112, REL 221, SPA 141, SPA 211, SPA 212, COM 120, ENG 112, ENG 114, COM 231, ANT 221, GEO 112, HIS 111, HIS 112, PSY 237, PSY 239, PSY 281, SOC 213, SOC 225, AST 111, AST 111A, BIO 140, BIO 140A, CHM 151, CHM 152, GEL 111, MAT 165, MAT 171, MAT 172, MAT 271, MAT 272, SEL 191, SEL 192, SEL 193, SEL 291, SEL 292, SEL 293, SEM 196, SEM 197, SEM 198, SEM 296, SEM 297, SEM 298.

CIS Requirement

CIS 120, CIS 152, CIS 169, OST 136

Associate in General Education (A10300)

The Associate Degree in General Education is designed to serve the needs of individuals who are not primarily interested in transferring to a four year institution. The program is for those wishing to develop additional knowledge and skills needed in their occupation, to earn a degree to enhance their employability in the work community and for personal interest.

It also requires 7 semester hours in Student Success, communications and computer introduction. The degree consists of a General Education core of 15 semester hours in the following areas:

English/Communication (6)
Humanities/Fine Arts (3)
Social/Behavioral Sciences (3)
Natural Sciences/Mathematics (3)

The remaining 42 semester hours may be selected from a wide area of programs. Students should consult with their faculty advisor for assistance in this selection process.

ASSOCIATE IN GENERAL EDUCATION
SEMESTER BY SEMESTER
DAY PROGRAM

Fall Semester		
ENG 111	Expository Writing	3
COM 110	Intro. To Communication	3
CIS 110	Introduction to Computers	3
ACA 111	College Student Success	1
	Humanities/Fine Arts Elective	3
	Social/Behavioral Sc. Elective	3
		16
Spring Semester		
	English Composition Elective	3
	Other Required Hours Electives	13
		16
Fall Semester		
	Natural Science/Mathematics Elective	3
	Other Required Hours Electives	13
		16
Spring Semester		
	Other Required Hours Electives	16
TOTAL HOURS:		**64**

ASSOCIATE IN GENERAL EDUCATION
SEMESTER BY SEMESTER
EVENING PROGRAM

Fall Semester		
ENG 111	Expository Writing	3
COM 110	Intro. To Communication	3
CIS 110	Introduction to Computers	3
ACA 111	College Student Success	1
	Social/Behavioral Sc. Elective	3
		13
Spring Semester		
	English Composition Elective	3
	Humanities/Fine Arts Elective	3
	Other Required Hours Electives	6
		12
Fall Semester		
	Natural Science/Mathematics Elective	3
	Other Required Hours Electives	6
		9
Spring Semester		
	Other Required Hours Electives	12
Fall Semester		
	Other Required Hours Electives	12
Spring Semester	Other Required Hours Electives	7
	TOTAL HOURS:	**64**

ASSOCIATE IN GENERAL EDUCATION ELECTIVES

English Composition Elective—Select one of the following: ENG 112, ENG 113, or ENG 114

Humanities/Fine Arts Elective–Select one of the following: ART 111, HUM 110, MUS 110, REL 110, SPA 111

Social/Behaviorial Science Elective–Select one of the following: ECO 151, HIS 121, HIS 122, HIS 131, HIS 132, POL 120, PSY 150, SOC 210

Natural Sciences/Mathematics Elective–Select one of the following: MAT 161, MAT 151, BIO 111

Other Required Hours Electives–Select 42 SHC not selected earlier from sections above or any of the following: ART 260, ENG 272, ENG 273, ENG 274, HUM 123, HUM 170, HUM 230, HIS 141,
HIS 162, HIS 167, HIS 227, HIS 230, HIS 233, HIS 234, HIS 236, POL 130, PSY 101, PSY 115,
PSY 131, PSY 141, PSY 183, PSY 211, PSY 246, PSY 247, PSY 259, SOC 105, SOC 230, SOC 234, SOC 242, SOC 250, BIO 110, BIO 143, BIO 145, BIO 224, BIO 225, BIO 226, BIO 250, MAT 115, MAT 120, MAT 140, MAT 140A, HEA 112, PED 122, PED 143, PED 152, PED 153, PED 170,
PED 171, PED 184, RED 111.

Autobody Repair (D60100)

Diploma Program

Curriculum Description:

The Autobody Repair curriculum provides training in the use of equipment and materials of the autobody repair trade. The student studies the construction of the automobile body and techniques of autobody repairing, rebuilding and refinishing.

The course work will include autobody fundamentals, industry overview and safety. Students will perform hands-on repairs in the areas of non-structural and structural repairs, MIG welding, plastics and adhesives, refinishing and other related areas.

Graduates of the curriculum should qualify for entry-level employment opportunities in the automotive body and refinishing industry. Graduates may find employment with franchised independent garages, or they may become self-employed.

AUTOBODY REPAIR
SEMESTER BY SEMESTER
DIPLOMA, DAY PROGRAM

Fall Semester		Credit Hours
AUB 111	Painting & Refinishing I	4
AUB 121	Non-Structural Damage I	3
AUB 131	Structural Damage I	4
AUB 134	Autobody Mig Welding	3
AUB 136	Plastics & Adhesives	3
ENG 101	Applied Communications I	3
		20

Spring Semester		
AUB 112	Painting & Refinishing II	4
AUB 122	Non-Structural Damage II	4
AUB 132	Structural Damage II	4
AUB 144	Mechanics & Electrical Specialties	3
MAT 101	Applied Mathematics I	3
		18

Summer Semester

AUB 114	Special Finishes	2
AUB 150	Auto Detailing	2
AUB 160	Body Shop Operations	1
AUB 162	Auto Estimating	2
CIS 110	Introduction to Computers	3
		10

TOTAL HOURS: **48**

AUTOBODY REPAIR
SEMESTER BY SEMESTER
DIPLOMA, EVENING PROGRAM

Fall Semester		**Credit Hours**
AUB 121	Non-Structural Damage I	3
AUB 134	Autobody Mig Welding	3
AUB 131	Structural Damage I	4
		10

Spring Semester

AUB 111	Painting & Refinishing I	4
AUB 136	Plastics & Adhesives	3
ENG 101	Applied Communications I	3
		10

Summer Semester

AUB 122	Non-Structural Damage II	4

Fall Semester

AUB 132	Structural Damage II	4
AUB 144	Mechanics & Electrical Specialties	3
MAT 101	Applied Mathematics I	3
		10

Spring Semester

AUB 112	Painting & Refinishing II	4
AUB 162	Auto Estimating	2
AUB 160	Body Shop Operations	1
CIS 110	Introduction to Computers	3
		10

Summer Semester

AUB 114	Special Finishes	2
AUB 150	Auto Detailing	2
		4

TOTAL HOURS: **48**

AUTOBODY REPAIR
SEMESTER BY SEMESTER
LEVEL I CERTIFICATE, DAY PROGRAM

Fall Semester		**Credit Hours**
AUB 111	Painting & Refinishing I	4
AUB 121	Non-Structural Damage I	3
AUB 131	Structural Damage I	4
AUB 134	Autobody Mig Welding	3
AUB 136	Plastics & Adhesives	3
		17

TOTAL HOURS: **17**

AUTOBODY REPAIR
SEMESTER BY SEMESTER
LEVEL I CERTIFICATE, EVENING PROGRAM

Fall Semester		**Credit Hours**
AUB 121	Non-Structural Damage I	3
AUB 134	Autobody Mig Welding	3
AUB 131	Structural Damage I	4
		10

Spring Semester

AUB 111	Painting & Refinishing I	4
AUB 136	Plastics & Adhesives	3
		7

TOTAL HOURS: **17**

AUTOBODY REPAIR
SEMESTER BY SEMESTER
LEVEL II CERTIFICATE, DAY PROGRAM

Spring Semester

AUB 112	Painting & Refinishing II	4
AUB 122	Non-Structural Damage II	4
AUB 132	Structural Damage II	4
AUB 144	Mechanics & Electrical Specialties	3
AUB 162	Auto Estimating	2
		17

TOTAL HOURS: **17**

AUTOBODY REPAIR
SEMESTER BY SEMESTER
LEVEL II CERTIFICATE, EVENING PROGRAM

Fall Semester		**Credit Hours**
AUB 132	Structural Damage II	4
AUB 144	Mechanics & Electrical Specialties	3
		7

Spring Semester

AUB 162	Auto Estimating	2
AUB 112	Painting & Refinishing II	4
		6

Summer Semester

AUB 122	Non-Structural Damage II	4

TOTAL HOURS: **17**

Basic Law Enforcement Training (C55120)

Certificate Program

Curriculum Description:

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county or municipal governments, or with private enterprise.

This program utilizes State commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic and alcoholic beverage laws; investigative, patrol, custody and court procedures; emergency responses; and ethics and community relations.

Successful graduates receive a curriculum certificate and are qualified to take certification examinations mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or the North Carolina Sheriffs' Education and Training Standards Commission.

BASIC LAW ENFORCEMENT TRAINING CERTIFICATE

CJC 100	Basic Law Enforcement Training	9	27	0	0	18

BLET is offered both day and evening periodically throughout the year.

Business Administration (A25120)

Associate in Applied Science

Curriculum Description:

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions and large to small business or industry.

BUSINESS ADMINISTRATION
SEMESTER BY SEMESTER
ASSOCIATE, DAY PROGRAM

Fall Semester		Credit Hours
ACC 120	Principles of Accounting I	4
MAT 161	College Algebra	3
CIS 110	Introduction to Computers	3
ACA 111	College Student Success	1
OST 131	Keyboarding	2
BUS 137	Principles of Management	3
		16

Spring Semester		
ACC 121	Principles of Accounting II	4
ENG 111	Expository Writing	3
OST 136	Word Processing	2
BUS 115	Business Law I	3
Select one of the following:		
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3
		15

Summer Semester

COM 110	Introduction to Communication	3
BUS 228	Business Statistics	3
ACC 140	Payroll Accounting	2
		8

Fall Semester

ECO 251	Principles of Microeconomics	3
BUS 225	Business Finance	3
BUS 260	Business Communication	3
CIS 120	Spreadsheet I	3
BUS 116	Business Law II	3
MKT 120	Principles of Marketing	3
		18

Spring Semester

BUS 239	Business Applications Seminar	2
BUS 230	Small Business Management	3
ECO 252	Principles of Macroeconomics	3
BUS 240	Business Ethics	3
MKT 223	Customer Service	3
	Humanities Elective	3
		17

TOTAL HOURS: **74**

BUSINESS ADMINISTRATION
SEMESTER BY SEMESTER
ASSOCIATE, EVENING PROGRAM

Fall Semester		**Credit Hours**
ACC 120	Principles of Accounting I	4
CIS 110	Introduction to Computers	3
OST 131	Keyboarding	2
ACA 111	College Student Success	1
		10

Spring Semester

ACC 121	Principles of Accounting II	4
ENG 111	Expository Writing	3
OST 136	Word Processing	2
		9

Summer Semester

ACC 140	Payroll Accounting	2

Fall Semester

ECO 251	Principles of Microeconomics	3
BUS 225	Business Finance	3
BUS 260	Business Communication	3
BUS 228	Business Statistics	3
		12

Spring Semester

CIS 120	Spreadsheet I	3
ECO 252	Principles of Macroeconomics	3
BUS 240	Business Ethics	3
		9

Fall Semester

MAT 161	College Algebra	3
BUS 115	Business Law I	3
	Humanities Elective	3
		9

Spring Semester

BUS 116	Business Law II	3
Select one of the following:		
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3
		6

Summer Semester

COM 110	Introduction to Communication	3

Fall Semester

MKT 120	Principles of Marketing	3
BUS 137	Principles of Management	3
		6

Spring Semester

BUS 239	Business Applications Seminar	2
BUS 230	Small Business Management	3
MKT 223	Customer Service	3
		8

TOTAL HOURS: **74**

BUSINESS ADMINISTRATION
SEMESTER BY SEMESTER
CERTIFICATE, DAY PROGRAM

Fall Semester		Credit Hours
ACC 120	Principles of Accounting I	4
CIS 110	Introduction to Computers	3
		7
Spring Semester		
BUS 115	Business Law I	3
BUS 230	Small Business Management	3
MKT 223	Customer Service	3
		9
Summer Semester		
ACC 140	Payroll Accounting	2
TOTAL HOURS:		**18**

BUSINESS ADMINISTRATION
SEMESTER BY SEMESTER
CERTIFICATE, EVENING PROGRAM

Fall Semester		Credit Hours
ACC 120	Principles of Accounting I	4
CIS 110	Introduction to Computers	3
		7
Spring Semester		
BUS 230	Small Business Management	3
MKT 223	Customer Service	3
		6
Summer Semester		
ACC 140	Payroll Accounting	2
Fall Semester		
BUS 115	Business Law I	3
TOTAL HOURS:		**18**

Humanities Electives: ART 111, ART 116, HUM 110, HUM 120, HUM 121, HUM 122, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, HUM 220, MUS 110, MUS 112, MUS 113, PHI 210, PHI 215, PHI 240, REL 110, REL 111, REL 112, REL 211, REL 212, REL 221, SPA 111, SPA 112, SPA 211, SPA 212.

Associate in Cosmetology (A55140)

Associate in Applied Science

Curriculum Description:

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successful passing of the State Board exam, graduates will be issued a license. Employment is available in beauty salons, and as skin/nail specialists, platform artists and related businesses.

New students will only be admitted Fall and Spring Semesters.

COSMETOLOGY
SEMESTER BY SEMESTER
ASSOCIATE, DAY PROGRAM

Fall Semester		Credit Hours
COS 111	Cosmetology Concepts I	4
COS 112	Salon I	8
ACA 111	College Student Success	1
		13

Spring Semester		
COS 113	Cosmetology Concepts II	4
COS 114	Salon II	8
ENG 111	Expository Writing	3
		15

Summer Semester		
COS 115	Cosmetology Concepts III	4
COS 116	Salon III	4
		8

Fall Semester

COS 123	Contemporary Hair Color	2
COS 117	Cosmetology Concepts IV	2
COS 118	Salon IV	7
MAT 115	Mathematical Models	3
		14

Spring Semester

BUS 230	Small Business Management	3
COM 110	Intro. To Communication	3
ART 111	Art Appreciation	3
PSY 150	General Psychology	3
COE 113	Co-Op Work Experience I	3
		15

Summer Semester

DRA 145	Stage Make-Up	2
COS 124	Tricology & Chemistry	2
COS 160	Design Application	2
CIS 110	Intro. To Computers	3
		9

TOTAL HOURS: **74**

COSMETOLOGY
SEMESTER BY SEMESTER
ASSOCIATE, EVENING PROGRAM

Fall Semester		**Credit Hours**
COS 111	Cosmetology Concepts I	4
COS 112A-B	Salon I A & B	5
ACA 111	College Student Success	1
		10

Spring Semester

COS 112C	Salon I C	3
COS 113	Cosmetology Concepts II	4
COS 114A-B	Salon II A & B	5
		12

Summer Semester

COS 114C	Salon II C	3

Fall Semester

COS 115	Cosmetology Concepts III	4
COS 116	Salon III	4
COS 123	Contemporary Hair Color	2
		10

Spring Semester

COS 117	Cosmetology Concepts IV	2
COS 118	Salon IV	7
		9

Summer Semester

MAT 115	Mathematical Models	3
ENG 111	Expository Writing	3
		6

Fall Semester

DRA 145	Stage Make-Up	2
COS 124	Tricology & Chemistry	2
COS 160	Design Application	2
COE 113	Co-Op Work Experience I	3
CIS 110	Intro. To Computers	3
		12

Spring Semester

ART 111	Art Appreciation	3
BUS 230	Small Business Management	3
		6

Summer Semester

COM 110	Intro. To Communication	3
PSY 150	General Psychology	3
		6

TOTAL HOURS: **74**

COSMETOLOGY
SEMESTER BY SEMESTER
DIPLOMA, DAY PROGRAM

Fall Semester		**Credit Hours**
COS 111	Cosmetology Concepts I	4
COS 112	Salon I	8
ACA 111	College Student Success	1
		13
Spring Semester		
COS 113	Cosmetology Concepts II	4
COS 114	Salon II	8
ENG 101	Applied Communication I	3
	OR	
ENG 111	Expository Writing	3
		15
Summer Semester		
COS 115	Cosmetology Concepts III	4
COS 116	Salon III	4
		8
Fall Semester		
COS 117	Cosmetology Concepts IV	2
COS 118	Salon IV	7
MAT 101	Applied Mathematics I	3
	OR	
MAT 115	Mathematical Models	3
		12
	TOTAL HOURS:	**48**

COSMETOLOGY
SEMESTER BY SEMESTER
DIPLOMA, EVENING PROGRAM

Fall Semester		Credit Hours
COS 111	Cosmetology Concepts I	4
COS 112A-B	Salon I A &B	5
ACA 111	College Student Success	1
		10

Spring Semester		
COS 112C	Salon I C	3
COS 113	Cosmetology Concepts II	4
COS 114A-B	Salon II A & B	5
		12

Summer Semester		
COS 114C	Salon II C	3

Fall Semester		
COS 115	Cosmetology Concepts III	4
COS 116	Salon III	4
		8

Spring Semester		
COS 117	Cosmetology Concepts IV	2
COS 118	Salon IV	7
		9

Summer Semester		
MAT 101	Applied Mathematics I	3
	OR	
MAT 115	Mathematical Models	3
ENG 101	Applied Communications I	3
	OR	
ENG 111	Expository Writing	3
		6

TOTAL HOURS:	**48**

COSMETOLOGY
SEMESTER BY SEMESTER
MANICURING CERTIFICATE

COS 121	Manicuring/Nail Technology I	4	6	0	0	6
COS 122	Manicuring/Nail Technology II	4	6	0	0	6

TOTAL HOURS: **12**

This certificate is offered both day and evening periodically throughout the year. COS 121 is a prerequisite for COS 122.

Cosmetology Instructor Training (C55160)

Certificate Program

Curriculum Description:

The Cosmetology Instructor curriculum provides a course of study for learning the skills needed to teach the theory and practice of cosmetology as required by the North Carolina Board of Cosmetic Arts.

Course work includes requirements for becoming an instructor, introduction to teaching theory, methods and aids, practice teaching and development of evaluation instruments.

Graduates of the program may be employed as cosmetology instructors in public or private education and business.

COSMETOLOGY INSTRUCTOR
CERTIFICATE PROGRAM

COS 271	Instructor Concepts I	5	0	0	0	5
COS 272	Instructor Practicum I	0	21	0	0	7
COS 273	Instructor Concepts II	5	0	0	0	5
COS 274	Instructor Practicum II	0	21	0	0	7

TOTAL HOURS: **24**

This certificate is offered both day and evening periodically throughout the year. COS 271 and COS 272 must be taken simultaneously and are prerequisites for COS 273 and COS 274 which must also be taken simultaneously. A cosmetology license and 6 months experience as a licensed cosmetologist are required for admission into this program.

Manicuring Instructor Training (C55380)

Certificate Program

Curriculum Description:

The Manicuring Instructor curriculum provides a course of study covering the skills needed to teach the theory and practices of manicuring as required by the North Carolina State Board of Cosmetology.

Course work includes all phases of manicuring theory laboratory instruction.

Graduates should be prepared to take the North Carolina Cosmetology State Board Manicuring Instructor Licensing Exam and upon passing be qualified for employment in a cosmetology or manicuring school.

MANICURING INSTRUCTOR CERTIFICATE

COS 251	Manicure Instructor Concepts	8	0	0	0	8
COS 252	Manicure Instructor Practicum	0	15	0	0	5

The Manicuring Instructor Certificate is offered both day and evening periodically throughout the year. COS 252 is a corequisite for COS 251.

Criminal Justice Technology (A55180)

Associate in Applied Science

Curriculum Description:

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state and federal law enforcement, judicial processes, corrections and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics and community relations. Additional study may include issues and concepts of government, counseling, communications, computers and technology.

Employment opportunities exist in a variety of local, state and federal law enforcement, corrections and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer and loss prevention specialist.

CRIMINAL JUSTICE
SEMESTER BY SEMESTER
ASSOCIATE, DAY PROGRAM

Fall Semester		Credit Hours
CJC 111	Introduction to Criminal Justice	3
CJC 112	Criminology	3
CJC 131	Criminal Law	3
ENG 111	Expository Writing	3
MAT 161	College Algebra	3
ACA 111	College Student Success	1
		16

Spring Semester		
CJC 113	Juvenile Justice	3
CJC 141	Corrections	3
CJC 132	Court Procedures & Evidence	3
ENG 114	Professional Research & Reporting	3
PSY 150	General Psychology	3
		15

Summer Semester

CJC 212	Ethics & Community Relations	3
CJC 214	Victimology	3
	Humanities Elective	3
		9

Fall Semester

CJC 231	Constitutional Law	3
CJC 213	Substance Abuse	3
CJC 233	Correctional Law	3
SOC 210	Introduction to Sociology	3
CIS 110	Introduction to Computers	3
		15

Spring Semester

CJC 221	Investigative Principles	4
CJC 222	Criminalistics	3
BIO 163	Basic Anatomy & Physiology	5
POL 120	American Government	3
	OR	
POL 130	State & Local Government	3
		15

TOTAL HOURS: **70**

Humanities Electives: ART 111, ART 116, HUM 110, HUM 120, HUM 121, HUM 122, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, HUM 220, MUS 110, MUS 112, MUS 113, PHI 210, PHI 215, PHI 240, REL 110, REL 111, REL 112, REL 211, REL 212, REL 221, SPA 111, SPA 112, SPA 211, SPA 212.

Early Childhood Associate (A55220)

Associate in Applied Science

Curriculum Description:

The Early Childhood Associate curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes childhood growth and development, physical/nutritional needs of children, care and guidance of children and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school age programs.

EARLY CHILDHOOD ASSOCIATE
SEMESTER BY SEMESTER
ASSOCIATE, DAY PROGRAM

Fall Semester		Credit Hours
EDU 144	Child Development I	3
PSY 150	General Psychology	3
EDU 146	Child Guidance	3
CIS 110	Introduction to Computers	3
ACA 111	College Student Success	1
EDU 119	Early Childhood Education	4
	OR a set of the following:	
EDU 111	Early Childhood Credential I	2
	and select one of the following:	
EDU 112	Early Childhood Credential II	2
EDU 113	Family and Early Childhood Credential	2
		17

Spring Semester

EDU 145	Child Development II	3
ENG 111	Expository Writing	3
EDU 151	Creative Activities	3
EDU 151A	Creative Activities Lab	1
COE 111	Co-Op Work Experience I	1
COE 115	Work Experience Seminar I	1
	PSY or SOC Requirement	3
	OR	
BUS 230	Small Business Management	3
		15

Summer Semester

EDU 251	Exploration Activities	3
EDU 251A	Exploration Activities Lab	1
	CIS Requirement	3
	OR	
SOC 213	Sociology of the Family	3
		7

Fall Semester

EDU 131	Children, Family, and Community	3
EDU 221	Children with Special Needs	3
COE 121	Co-op Work Experience II	1
COE 125	Work Experience Seminar II	1
PSY 243	Child Psychology	3
	OR	
ACC 120	Principles of Accounting I	4
COM 110	Introduction to Communication	3
BIO 143	Field Biology Minicourse	2
		16-17

Spring Semester

HUM 220	Human Values and Meaning	3
EDU 153	Health, Safety and Nutrition	3
COE 131	Co-op Work Experience III	1
COE 135	Work Experience Seminar III	1
BIO 224	Local Flora Spring	2
EDU 259	Curriculum Planning	3
		13

Summer Semester

EDU 282	Early Childhood Literature	3
EDU 271	Media Technology for Teachers	3
EDU 261	Early Childhood Administration I	2
		8

TOTAL HOURS: 76

EARLY CHILDHOOD ASSOCIATE SEMESTER BY SEMESTER DIPLOMA, DAY PROGRAM

Fall Semester		**Credit Hours**
EDU 144	Child Development I	3
EDU 146	Child Guidance	3
ACA 111	College Student Success	1
EDU 119	Early Childhood Education	4
	OR a set of the following:	
EDU 111	Early Childhood Credential I	2
	and select one of the following:	
EDU 112	Early Childhood Credential II	2
EDU 113	Family and Early Childhood Credential	2
		11

Spring Semester

EDU 145	Child Development II	3
ENG 111	Expository Writing	3
EDU 151	Creative Activities	3
EDU 151A	Creative Activities Lab	1
COE 111	Co-op Work Experience I	1
COE 115	Work Experience Seminar I	1
		12

Summer Semester

EDU 251	Exploration Activities	3
EDU 251A	Exploration Activities Lab	1
		4

Fall Semester

EDU 131	Children, Family, and Community	3
EDU 221	Children with Special Needs	3
HUM 220	Human Values and Meaning	3
		9

Spring Semester

EDU 153	Health, Safety and Nutrition	3
EDU 259	Curriculum Planning	3
		6

Summer Semester

EDU 282	Early Childhood Literature	3
EDU 261	Early Childhood Administration I	2
		5

TOTAL HOURS: **47**

CIS Requirement: CIS 120, CIS 152, CIS 169

Psychology/Sociology Requirement: PSY 237, SOC 210, SOC 220

Electrical/Electronics Technology (D35220)

Diploma Program

Curriculum Description:

The Electrical/Electronics Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial and industrial facilities.

Training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, the National Electric Code and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronic field as an on-the-job trainer or apprentice, assisting in the layout, installation and maintenance of electrical/electronic systems.

ELECTRICAL/ELECTRONICS TECHNOLOGY
SEMESTER BY SEMESTER
DIPLOMA, EVENING PROGRAM

Fall Semester		Credit Hours
ELC 112	DC/AC Electricity	5
MAT 101	Applied Mathematics I	3
ACA 111	College Student Success	1
		9
Spring Semester		
ELC 113	Basic Wiring I	4
MAT 102	Applied Mathematics II	3
ENG 101	Applied Communications I	3
		10
Summer Semester		
ELC 114	Basic Wiring II	4
Fall Semester		
ELC 118	National Electric Code	2
ELC 119	NEC Calculations	2
ELC 132	Electrical Drawings	2
		6

Spring Semester

ELC 135	Electrical Machines I	3
ELC 115	Industrial Wiring	4
		7

Summer Semester

ELC 231	Electric Power Systems	4

Fall Semester

ELC 128	Introduction to PLC	3
ELC 117	Motors and Controls	4
		7

TOTAL HOURS: **47**

ELECTRICAL/ELECTRONICS TECHNOLOGY
SEMESTER BY SEMESTER
RESIDENTIAL WIRING CERTIFICATE, EVENING PROGRAM

Fall Semester		Credit Hours
ELC 112	DC/AC Electricity	5
MAT 101	Applied Mathematics I	3
		8
Spring Semester		
ELC 113	Basic Wiring I	4
Fall Semester		
ELC 118	National Electric Code	2
ELC 119	NEC Calculations	2
		4
TOTAL HOURS:		**16**

ELECTRICAL/ELECTRONICS TECHNOLOGY
SEMESTER BY SEMESTER
INDUSTRIAL WIRING CERTIFICATE, EVENING PROGRAM

Fall Semester		Credit Hours
ELC 112	DC/AC Electricity	5
MAT 101	Applied Mathematics I	3
		8
Spring Semester		
ELC 115	Industrial Wiring	4
Fall Semester		
ELC 118	National Electric Code	2
ELC 117	Motors and Controls	4
		6
TOTAL HOURS:		**18**

Completion of all prerequisites is required before entering this program.

Electronics Engineering Technology (A40200)

Associate in Applied Science

Curriculum Description:

The Electronics Engineering Technology curriculum prepares individuals to become technicians who design, build, install, test, troubleshoot, repair and modify developmental and production electronic components, equipment and systems such as industrial/computer controls, manufacturing systems, communication systems and power electronic systems.

A broad-based core of courses, including basic electricity, solid-state fundamentals, digital concepts and microprocessors ensures the student will develop the skills necessary to perform entry-level tasks. Emphasis is placed on developing the student's ability to analyze and troubleshoot electronic systems.

Graduates should qualify for employment as engineering assistants or electronic technicians with job titles including electronics engineering technician, field service technician, maintenance technician, electronic tester, electronic systems integrator, bench technician and production control technician.

ELECTRONICS ENGINEERING TECHNOLOGY
SEMESTER BY SEMESTER
ASSOCIATE, DAY PROGRAM

Fall Semester		Credit Hours
ELC 131	DC/AC Circuit Analysis	5
ENG 111	Expository Writing	3
MAT 161	College Algebra	3
ACA 111	College Student Success	1
Select one of the following:		
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3
		15
Spring Semester		
ELN 131	Electronic Devices	4
ELN 133	Digital Electronics	4
ELN 275	Troubleshooting	2
MAT 162	College Trigonometry	3
CIS 110	Introduction to Computers	3
		16

Summer Semester

ELN 132	Linear IC Applications	4
ELN 150	CAD for Electronics	2
ENG 114	Professional Research & Reporting	3
		9

Fall Semester

ELN 232	Introduction to Microprocessors	4
ELN 234	Communication System	4
PHY 151	College Physics I	4
CIS 115	Intro. To Programming and Logic	3
HUM 110	Technology & Society	3
		18

Spring Semester

ELN 233	Microprocessor Systems	4
ELN 229	Industrial Electronics	4
PHY 152	College Physics II	4
CSC 132	BASIC Programming	3
		15

TOTAL HOURS: **73**

ELECTRONICS ENGINEERING TECHNOLOGY
SEMESTER BY SEMESTER
ASSOCIATE, EVENING PROGRAM

Fall Semester		**Credit Hours**
ELC 131	DC/AC Circuit Analysis	5
MAT 161	College Algebra	3
ACA 111	College Student Success	1
		9

Spring Semester

ELN 131	Electronic Devices	4
ENG 111	Expository Writing	3
MAT 162	College Trigonometry	3
		10

Summer Semester

ELN 132	Linear IC Applications	4

Fall Semester

ELN 133	Digital Electronics	4
ELN 275	Troubleshooting	2
CIS 110	Introduction to Computers	3
		9

Spring Semester

ENG 114	Professional Research & Reporting	3
ELN 150	CAD for Electronics	2
PSY 150	General Psychology	3
CIS 115	Introduction to Programming & Logic	3
		11

Summer Semester

ELN 232	Intro. To Microprocessors	4

Fall Semester

ELN 234	Communication Systems	4
PHY 151	College Physics I	4
HUM 110	Technology & Society	3
		11

Spring Semester

ELN 233	Microprocessor Systems	4
PHY 152	College Physics II	4
CSC 132	BASIC Programming	3
		11

Summer Semester

ELN 229	Industrial Electronics	4

TOTAL HOURS: **73**

ELECTRONICS ENGINEERING TECHNOLOGY
SEMESTER BY SEMESTER
BASIC ELECTRONICS CERTIFICATE, DAY PROGRAM

Fall Semester		**Credit Hours**
ELC 131	DC/AC Circuit Analysis	5
MAT 161	College Algebra	3
		8

Spring Semester

ELN 131	Electronic Devices	4

Summer Semester

ELN 132	Linear IC Applications	4
	TOTAL HOURS:	**16**

ELECTRONICS ENGINEERING TECHNOLOGY
SEMESTER BY SEMESTER
BASIC ELECTRONICS CERTIFICATE, EVENING PROGRAM

Fall Semester		**Credit Hours**
ELC 131	DC/AC Circuit Analysis	5
MAT 161	College Algebra	3
		8

Spring Semester

ELN 131	Electronic Devices	4

Summer Semester

ELN 132	Linear IC Applications	4
	TOTAL HOURS:	**16**

ELECTRONICS ENGINEERING TECHNOLOGY
SEMESTER BY SEMESTER
APPLIED ELECTRONICS CERTIFICATE, DAY PROGRAM

Fall Semester		**Credit Hours**
ENG 111	Expository Writing	3

Spring Semester

CIS 110	Introduction to Computers	3

Summer Semester

ELN 150	CAD for Electronics	2

Fall Semester

ELN 234	Communication Systems	4

Spring Semester

ELN 229	Industrial Electronics	4
	TOTAL HOURS:	**16**

Completion of all prerequisites is required before entering this program.

ELECTRONICS ENGINEERING TECHNOLOGY
SEMESTER BY SEMESTER
APPLIED ELECTRONICS CERTIFICATE, EVENING PROGRAM

Fall Semester		Credit Hours
ELN 234	Communication Systems	4
Spring Semester		
ENG 111	Expository Writing	3
Summer Semester		
ELN 229	Industrial Electronics	4
Fall Semester		
CIS 110	Introduction to Computers	3
Spring Semester		
ELN 150	CAD for Electronics	2
	TOTAL HOURS:	**16**

Completion of all prerequisites is required before entering this program.

ELECTRONICS ENGINEERING TECHNOLOGY
SEMESTER BY SEMESTER
DIGITAL ELECTRONICS CERTIFICATE, DAY PROGRAM

Fall Semester		Credit Hours
ENG 111	Expository Writing	3
Spring Semester		
ELN 133	Digital Electronics	4
ELN 275	Troubleshooting	2
		6
Fall Semester		
ELN 232	Introduction to Microprocessors	4
Spring Semester		
ELN 233	Microprocessor Systems	4
	TOTAL HOURS:	**17**

Completion of all prerequisites is required before entering this program.

ELECTRONICS ENGINEERING TECHNOLOGY
SEMESTER BY SEMESTER
DIGITAL ELECTRONICS CERTIFICATE, EVENING PROGRAM

		Credit Hours
Fall Semester		
ELN 133	Digital Electronics	4
ELN 275	Troubleshooting	2
		6
Spring Semester		
ENG 111	Expository Writing	3
ELN 232	Intro. To Microprocessors	4
		7
Summer Semester		
ELN 233	Microprocessor Systems	4
	TOTAL HOURS:	**17**

Completion of all prerequisites is required before entering this program.

General Occupational Technology (D55280)

Diploma Program

Curriculum Description:

This curriculum provides individuals with an opportunity to upgrade their skills and to earn an associate degree by taking courses suited for their occupational interests and/or needs.

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be selected from associate degree level courses offered by the College.

Graduates will become more effective workers, be better qualified for advancements within their field of employment or become qualified for a wide range of entry level employment opportunities.

The following courses are primarily intended for students seeking admittance to the Associate Degree Nursing program. However, the curriculum content can be individualized for students seeking to upgrade their skills.

GENERAL OCCUPATIONAL TECHNOLOGY
SEMESTER BY SEMESTER
DAY PROGRAM

Summer Semester		Credit Hours
ACA 111	College Student Success	1
BIO 111	General Biology I	4
MED 182	CPR First Aid and Emergency	2
		7
Fall Semester		
BIO 165	Anatomy & Physiology I	4
PSY 110	Life Span Development	3
OST 141	Medical Terminology I	3
CIS 110	Introduction to Computers	3
	Major Elective	3
		16

Spring Semester

BIO 166	Anatomy & Physiology II	4
COM 110	Introduction to Communication	3
ENG 111	Expository Writing	3
	Major Elective	3
	Humanities Elective	3
OST 142	Medical Terminology II	3
		19

TOTAL HOURS: **42**

Humanities Electives: ART 111, ART 116, HUM 110, HUM 120, HUM 121, HUM 122, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, HUM 220, MUS 110, MUS 112, MUS 113, PHI 210, PHI 215, PHI 240, REL 110, REL 111, REL 112, REL 211, REL 212, REL 221, SPA 111, SPA 112, SPA 211, SPA 212.

Major Electives: Select 6 hours from the following: CJC 213, OST 149, PSY 115, PSY 141, PSY 150

Information Systems (A25260)

Associate in Applied Science

Curriculum Description:

The Information Systems curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage and communicate information. This is a flexible program, designed to meet community information systems needs.

Course work includes computer systems terminology and operations, logic, operating systems, database, data communications/networking and related business topics. Studies will provide experience for students to implement, support and customize industry-standard information systems.

Graduates should qualify for a wide variety of computer-related, entry-level positions that provide opportunities for advancement with increasing experience and ongoing training. Duties may include systems maintenance and troubleshooting, support and training and business applications design and implementation.

INFORMATION SYSTEMS
SEMESTER BY SEMESTER
ASSOCIATE, DAY PROGRAM

Fall Semester		Credit Hours
ACC 120	Principles of Accounting I	4
MAT 161	College Algebra	3
CIS 110	Introduction to Computers	3
ACA 111	College Student Success	1
OST 131	Keyboarding	2
	Humanities Elective	3
		16

Spring Semester		
CIS 115	Intro. To Programming and Logic	3
ENG 111	Expository Writing	3
CIS 130	Survey of Operating Systems	3
OST 136	Word Processing	2
CIS 120	Spreadsheet I	3
Select one of the following:		
PSY 150	General Psychology	3
SOC 210	Intro. To Sociology	3
		17

Summer Semester

CIS 152	Database Concepts & Apps	3
CIS 215	Hardware Installation/Maintenance	3
		6

Fall Semester

NET 110	Data Communication/Networking	3
BUS 260	Business Communication	3
CSC 139	Visual BASIC Programming	3
CIS 157	Database Programming I	3
OST 233	Office Publications Design	3
		15

Spring Semester

CSC 141	Visual C++ Programming	3
BUS 240	Business Ethics	3
CIS 173	Network Theory	3
CIS 286	Systems Analysis & Design	3
COM 110	Introduction to Communication	3
		15

Summer Semester

CIS 226	Trends in Technology	2
CIS 288	Systems Project	3
		5

TOTAL HOURS: **74**

INFORMATION SYSTEMS
SEMESTER BY SEMESTER
ASSOCIATE, EVENING PROGRAM

Fall Semester		**Credit Hours**
CIS 110	Introduction to Computers	3
ACA 111	College Student Success	1
OST 131	Keyboarding	2
	Humanities Elective	3
		9

Spring Semester

ENG 111	Expository Writing	3
CIS 130	Survey of Operating Systems	3
OST 136	Word Processing	2
		8

Summer Semester

CIS 152	Database Concepts & Apps	3
COM 110	Introduction to Communication	3
		6

Fall Semester

MAT 161	College Algebra	3
ACC 120	Principles of Accounting I	4
NET 110	Data Communication/Networking	3
		10

Spring Semester

CIS 115	Intro. To Programming and Logic	3
CIS 157	Database Programming I	3
		6

Summer Semester

CIS 120	Spreadsheet I	3

Fall Semester

BUS 260	Business Communication	3
OST 233	Office Publications Design	3
		6

Spring Semester

BUS 240	Business Ethics	3
CIS 173	Network Theory	3
Select one of the following:		
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3
		9

Summer Semester

CIS 215	Hardware Installation/Maintenance	3

Fall Semester

CIS 286	Systems Analysis & Design	3
CSC 139	Visual BASIC Programming	3
		6

Spring Semester

CIS 288	Systems Project	3
CSC 141	Visual C++ Programming	3
		6

Summer Semester

CIS 226	Trends in Technology	2

TOTAL HOURS: **74**

INFORMATION SYSTEMS
SEMESTER BY SEMESTER
APPLICATIONS CERTIFICATE, DAY PROGRAM

Fall Semester		Credit Hours
CIS 110	Introduction to Computers	3
Spring Semester		
CIS 130	Survey of Operating Systems	3
OST 136	Word Processing	2
CIS 120	Spreadsheet I	3
		8
Summer Semester		
CIS 152	Database Concepts & Apps	3
TOTAL HOURS:		**14**

INFORMATION SYSTEMS
SEMESTER BY SEMESTER
APPLICATIONS CERTIFICATE, EVENING PROGRAM

Fall Semester		Credit Hours
CIS 110	Introduction to Computers	3
Spring Semester		
CIS 130	Survey of Operating Systems	3
OST 136	Word Processing	2
		5
Summer Semester		
CIS 152	Database Concepts & Apps	3
CIS 120	Spreadsheet I	3
		6
TOTAL HOURS:		**14**

INFORMATION SYSTEMS
SEMESTER BY SEMESTER
PROGRAMMING CERTIFICATE, DAY PROGRAM

Fall Semester		Credit Hours
CIS 110	Introduction to Computers	3
Spring Semester		
CIS 115	Introduction to Programming and Logic	3
CIS 130	Survey of Operating Systems	3
		6
Fall Semester		
CSC 139	Visual BASIC Programming	3
Spring Semester		
CSC 141	Visual C++ Programming	3
TOTAL HOURS:		**15**

INFORMATION SYSTEMS
SEMESTER BY SEMESTER
PROGRAMMING CERTIFICATE, EVENING PROGRAM

Fall Semester		Credit Hours
CIS 110	Introduction to Computers	3
CIS 115	Introduction to Programming and Logic	3
		6
Spring Semester		
CIS 130	Survey of Operating Systems	3
Fall Semester		
CSC 139	Visual BASIC Programming	3
Spring Semester		
CSC 141	Visual C++ Programming	3
TOTAL HOURS:		**15**

Humanities Electives: ART 111, ART 116, HUM 110, HUM 120, HUM 121, HUM 122, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, HUM 220, MUS 110, MUS 112, MUS 113, PHI 210, PHI 215, PHI 240, REL 110, REL 111, REL 112, REL 211, REL 212, REL 221, SPA 111, SPA 112, SPA 211, SPA 212

Nursing Assistant (C45480)

Certificate Program

Curriculum Description:

The Nursing Assistant curriculum prepares individuals to work under the supervision of licensed health care professionals in performing nursing care and services for persons of all ages.

Course work emphasizes growth and development throughout the life span, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills.

Graduates of this curriculum may be eligible to be listed on the registry as a Nursing Assistant I and Nursing Assistant II. They may be employed in home health agencies, hospitals, clinics, nursing homes, extended care facilities and doctors' offices.

NURSING ASSISTANT
CERTIFICATE

NAS 101	Nursing Assistant I	3	2	3	0	5
NAS 102	Nursing Assistant II	3	2	6	0	6
NAS 103	Home Health Care	2	0	0	0	2

The Nursing Assistant Certificate is offered both day and evening periodically throughout the year. High school graduation or state-approved equivalent education is required for admission to this program.

Office Systems Technology (A25360)

Associate in Applied Science

Curriculum Description:

The Office Systems Technology curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic, computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government and industry. Job classifications range from entry-level to supervisor to middle management.

OFFICE SYSTEMS TECHNOLOGY
SEMESTER BY SEMESTER
ASSOCIATE, DAY PROGRAM

Fall Semester		Credit Hours
ACC 120	Principles of Accounting I	4
MAT 115	Mathematical Models	3
CIS 110	Introduction to Computers	3
ACA 111	College Student Success	1
OST 131	Keyboarding	2
Select one of the following:		
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3
		16

Spring Semester		
ENG 111	Expository Writing	3
OST 134	Text Entry & Formatting	4
BUS 115	Business Law I	3
OST 164	Text Editing Applications	3
OST 136	Word Processing	2
OST 184	Records Management	2
		17

Summer Semester

CIS 152	Database Concepts & Apps	3
ACC 140	Payroll Accounting	2
OST 223	Machine Transcription I	2
		7

Fall Semester

BUS 260	Business Communication	3
OST 122	Office Computations	2
CIS 120	Spreadsheet I	3
CIS 169	Business Presentations	2
	Humanities Elective	3
		13

Spring Semester

OST 137	Office Software Applications	2
BUS 240	Business Ethics	3
COM 110	Introduction to Communication	3
OST 289	Office Systems Management	3
MKT 223	Customer Service	3
OST 233	Office Publications Design	3
		17

TOTAL HOURS **70**

OFFICE SYSTEMS TECHNOLOGY
SEMESTER BY SEMESTER
ASSOCIATE, EVENING PROGRAM

Fall Semester		**Credit Hours**
ACC 120	Principles of Accounting I	4
CIS 110	Introduction to Computers	3
OST 131	Keyboarding	2
ACA 111	College Student Success	1
		10

Spring Semester

ENG 111	Expository Writing	3
OST 134	Text Entry and Formatting	4
OST 136	Word Processing	2
		9

Summer Semester

CIS 120	Spreadsheet I	3
ACC 140	Payroll Accounting	2
		5

Fall Semester

BUS 260	Business Communication	3
OST 164	Text Editing Applications	3
		6

Spring Semester

BUS 240	Business Ethics	3
COM 110	Introduction to Communication	3
OST 289	Office Systems Management	3
		9

Summer Semester

OST 223	Machine Transcription I	2

Fall Semester

MAT 115	Mathematical Models	3
BUS 115	Business Law I	3
OST 122	Office Computations	2
		8

Spring Semester

CIS 169	Business Presentations	3
Select one of the following:		
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3
		6

Summer Semester

CIS 152	Database Concepts & Apps	3

Fall Semester

OST 233	Office Publications Design	3
	Humanities Elective	3
		6

Spring Semester

OST 137	Office Software Applications	2
MKT 223	Customer Service	3
OST 184	Records Management	2
		7

TOTAL HOURS: **70**

OFFICE SYSTEMS TECHNOLOGY
SEMESTER BY SEMESTER
DIPLOMA, DAY PROGRAM

Fall Semester		Credit Hours
ACC 120	Principles of Accounting I	4
CIS 110	Introduction to Computers	3
ACA 111	College Student Success	1
OST 131	Keyboarding	2
		10

Spring Semester		
ENG 111	Expository Writing	3
OST 134	Text Entry & Formatting	4
OST 164	Text Editing Applications	3
OST 136	Word Processing	2
OST 184	Records Management	2
		14

Summer Semester		
ACC 140	Payroll Accounting	2
OST 223	Machine Transcription I	2
		4

Fall Semester		
OST 122	Office Computations	2
CIS 120	Spreadsheet I	3
		5

Spring Semester		
BUS 240	Business Ethics	3
COM 110	Introduction to Communication	3
OST 289	Office Systems Management	3
		9

TOTAL HOURS		**42**

OFFICE SYSTEMS TECHNOLOGY
SEMESTER BY SEMESTER
DIPLOMA, EVENING PROGRAM

Fall Semester		Credit Hours
ACC 120	Principles of Accounting I	4
CIS 110	Introduction to Computers	3
OST 131	Keyboarding	2
ACA 111	College Student Success	1
		10
Spring Semester		
ENG 111	Expository Writing	3
OST 134	Text Entry and Formatting	4
OST 136	Word Processing	2
		9
Summer Semester		
CIS 120	Spreadsheet I	3
ACC 140	Payroll Accounting	2
		5
Fall Semester		
COM 110	Introduction to Communication	3
OST 122	Office Computations	2
OST 164	Text Editing Applications	3
		8
Spring Semester		
BUS 240	Business Ethics	3
OST 184	Records Management	2
OST 289	Office Systems Management	3
		8
Summer Semester		
OST 223	Machine Transcription I	2
	TOTAL HOURS:	**42**

OFFICE SYSTEMS TECHNOLOGY
SEMESTER BY SEMESTER
CERTIFICATE, DAY PROGRAM

Fall Semester		Credit Hours
CIS 110	Introduction to Computers	3
OST 122	Office Computations	2
OST 131	Keyboarding	2
		7
Spring Semester		
OST 134	Text Entry & Formatting	4
OST 164	Text Editing Applications	3
		7
TOTAL HOURS		**14**

OFFICE SYSTEMS TECHNOLOGY
SEMESTER BY SEMESTER
CERTIFICATE, EVENING PROGRAM

Fall Semester		Credit Hours
CIS 110	Introduction to Computers	3
OST 122	Office Computations	2
OST 131	Keyboarding	2
		7
Spring Semester		
OST 134	Text Entry and Formatting	4
OST 164	Text Editing Applications	3
		7
TOTAL HOURS		**14**

Humanities Electives: ART 111, ART 116, HUM 110, HUM 120, HUM 121, HUM 122, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, HUM 220, MUS 110, MUS 112, MUS 113, PHI 210, PHI 215, PHI 240, REL 110, REL 111, REL 112, REL 211, REL 212, REL 221, SPA 111, SPA 112, SPA 211, SPA 212.

Office Systems Technology - Medical Concentration (A2536B)

Associate in Applied Science

Curriculum Description:

Medical is a concentration under the curriculum title of Office Systems Technology. This curriculum prepares individuals for entry-level positions in medical and allied health facilities. Jobs include transcription, secretary, hospital unit secretary, records clerk, insurance form preparer, patient accounting clerk and clinical technician.

Course work includes processing, compiling, recording, and maintaining medical records, utilizing office equipment and software, medical law and ethics, billing and coding, and transcribing medical documents.

Employment opportunities include the offices of allied health facilities, HMOs, insurance claim processors, laboratories and manufacturers and suppliers of medical and hospital equipment.

OFFICE SYSTEMS TECHNOLOGY
MEDICAL OFFICE SYSTEMS TECHNOLOGY CONCENTRATION
SEMESTER BY SEMESTER
ASSOCIATE, DAY PROGRAM

Fall Semester		Credit Hours
ACC 120	Principles of Accounting I	4
CIS 110	Introduction to Computers	3
ACA 111	College Student Success	1
OST 131	Keyboarding	2
OST 122	Office Computations	2
	Humanities Elective	3
		15

Spring Semester		
OST 136	Word Processing	2
OST 134	Text Entry & Formatting	4
BIO 163	Basic Anatomy & Physiology	5
ENG 111	Expository Writing	3
Select one of the following:		
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3
		17

Summer Semester

COM 110	Introduction to Communication	3
ACC 140	Payroll Accounting	2
OST 149	Medical Legal Issues	2
		7

Fall Semester

OST 148	Med. Coding, Billing, & Insurance	3
OST 141	Medical Terminology I	3
BUS 260	Business Communication	3
OST 164	Text Editing Applications	3
CIS 120	Spreadsheet I	3
		15

Spring Semester

OST 142	Medical Terminology II	3
OST 243	Medical Office Simulation	3
BUS 240	Business Ethics	3
OST 289	Office Systems Management	3
OST 184	Records Management	2
CIS 169	Business Presentations	2
OST 241	Medical Office Transcription I	2
		18

TOTAL HOURS **72**

Humanities Electives: ART 111, ART 116, HUM 110, HUM 120, HUM 121, HUM 122, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, HUM 220, MUS 110, MUS 112, MUS 113, PHI 210, PHI 215, PHI 240, REL 110, REL 111, REL 112, REL 211, REL 212, REL 221, SPA 111, SPA 112, SPA 211, SPA 212.

Welding Technology (D50420)

Diploma Program

Curriculum Description:

The Welding Technology curriculum provides students with a sound understanding of the science, technology and application essential for successful employment in the welding and metals industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection and destructive and non-destructive testing provides the student with industry-standard skills developed through classroom training and practical application.

Successful graduates of the Welding Technology curriculum may be employed as entry level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision and welding-related self-employment.

WELDING
SEMESTER BY SEMESTER
DIPLOMA, EVENING PROGRAM

Fall Semester		Credit Hours
WLD 112	Basic Welding Processes	2
WLD 115	SMAW (Stick) Plate	5
		7
Spring Semester		
WLD 110	Cutting Processes	2
WLD 116A	SMAW (Stick) Plate/Pipe A	2
WLD 121	GMAW (MIG) FCAW/Plate	4
		8
Summer Semester		
WLD 116B	SMAW (Stick) Plate/Pipe B	2
ENG 101	Applied Communications I	3
		5
Fall Semester		
WLD 131	GTAW (TIG) Plate	4
WLD 122	GMAW (MIG) Plate/Pipe	3
		7

Spring Semester

WLD 151	Fabrication I	4
WLD 143	Welding Metallurgy	2
MAT 101	Applied Mathematics I	3
		9

Summer Semester

WLD 141	Symbols & Specifications	3
WLD 261	Certification Practices	2
		5

TOTAL HOURS: **41**

WELDING
SEMESTER BY SEMESTER
LEVEL I CERTIFICATE, EVENING PROGRAM

Fall Semester		**Credit Hours**
WLD 112	Basic Welding Processes	2
WLD 115	SMAW (Stick) Plate	5
		7

Spring Semester

WLD 110	Cutting Processes	2
WLD 121	GMAW (MIG) FCAW/Plate	4
		6

TOTAL HOURS: **13**

WELDING
SEMESTER BY SEMESTER
LEVEL II CERTIFICATE, EVENING PROGRAM

Fall Semester		**Credit Hours**
WLD 122	GMAW (MIG) Plate/Pipe	3
WLD 131	GTAW (TIG) Plate	4
		7

Spring Semester

WLD 116A	SMAW (Stick) Plate/Pipe A	2

Summer Semester

WLD 141	Symbols & Specifications	3
WLD 116B	SMAW (Stick) Plate/Pipe B	2
		5

TOTAL HOURS: **14**

ACA 111 College Student Success **1 0 1**
Prerequisites:
Corequisites: None
This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.

ACC 120 Principles Of Accounting I **3 2 4**
Prerequisites:
Corequisites: None
This course introduces the basic principles and procedures of accounting. Emphasis is placed on collecting, summarizing, analyzing, and reporting financial information. Upon completion, students should be able to analyze data and prepare journal entries and reports as they relate to the accounting cycle.

ACC 121 Principles of Accounting II **3 2 4**
Prerequisites: ACC 120
Corequisites: None
This course is a continuation of ACC 120. Emphasis is placed on corporate and managerial accounting for both external and internal reporting and decision making. Upon completion, students should be able to analyze and record corporate transactions, prepare financial statements and reports, and interpret them for management.

ACC 131 Federal Income Taxes **2 2 3**
Prerequisites:
Corequisites: None
This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Emphasis is placed on the application of the Internal Revenue Code to preparation of tax returns for individuals, partnerships, and corporations. Upon completion, students should be able to complete federal tax returns for individuals, partnerships, and corporations.

ACC 140 Payroll Accounting **1 2 2**
Prerequisites: ACC 120
Corequisites: None
This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries.

ACC 220 Intermediate Accounting I 3 2 4
Prerequisites: ACC 121
Corequisites: None
This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and statements and extensive analyses of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

ACC 221 Intermediate Accounting II 3 2 4
Prerequisites: ACC 220
Corequisites: None
This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 225 Cost Accounting 3 0 3
Prerequisites: ACC 121
Corequisites: None
This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 293 Selected Topics in Accounting 2 2 3
Prerequisites: ACC 121
Corequisites: None
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. Refer to syllabus for specifics of the course.

ANT 221 Comparative Cultures 3 0 3
Prerequisites:
Corequisites: None
This course provides an ethnographic survey of societies around the world covering their distinctive cultural characteristics and how these relate to cultural change. Emphasis is placed on the similarities and differences in social institutions such as family, economics, politics, education, and religion. Upon completion, students should be able to demonstrate knowledge of a variety of cultural adaptive strategies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ART 111 Art Appreciation **3 0 3**
Prerequisites: RED 090
Corequisites: None
This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 116 Survey of American Art **3 0 3**
Prerequisites: RED 090
Corequisites: None
This course covers the development of American art forms from colonial times to the present. Emphasis is placed on architecture, painting, sculpture, graphics, and the decorative arts. Upon completion, students should be able to demonstrate understanding of the history of the American creative experience.

ART 260 Photography Appreciation **3 0 3**
Prerequisites:
Corequisites: None
This course introduces the origins and historical development of photography. Emphasis is placed on the study of composition and history of photography as an art form. Upon completion, students should be able to recognize and produce, using color transparencies, properly exposed, well-composed photographs.

AST 111 Descriptive Astronomy **3 0 3**
Prerequisites:
Corequisites: None
This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

AST 111A Descriptive Astronomy Lab **0 2 1**
Prerequisites:
Corequisites: AST 111
The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

AUB 111 Painting & Refinishing I 2 6 4
Prerequisites:
Corequisites: None
This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards.

AUB 112 Painting & Refinishing II 2 6 4
Prerequisites: AUB 111
Corequisites: None
This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems.

AUB 114 Special Finishes 1 2 2
Prerequisites: AUB 111
Corequisites: None
This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards.

AUB 121 Non-Structural Damage I 1 4 3
Prerequisites:
Corequisites: None
This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/ replacing of body panels to accepted standards.

AUB 122 Non-Structural Damage II 2 6 4
Prerequisites: AUB 121
Corequisites: None
This course covers safety, tools, and advanced body repair . Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware.

AUB 131 Structural Damage I 2 4 4
Prerequisites:
Corequisites: None
This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle which has received light/moderate structural damage.

AUB 132 Structural Damage II 2 6 4
Prerequisites: AUB 131
Corequisites: None
This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards.

AUB 134 Autobody MIG Welding 1 4 3
Prerequisites:
Corequisites: None
This course covers the terms and procedures for welding the various metals found in today's autobody repair industry with an emphasis on personal/environmental safety. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, and other related topics. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standards.

AUB 136 Plastics & Adhesives 1 4 3
Prerequisites:
Corequisites: None
This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards.

AUB 144 Mech & Elec Specialties 2 2 3
Prerequisites:
Corequisites: None
This course concentrates on special automotive mechanical and electrical system operations and diagnostics. Topics include personal and environmental safety, suspension and steering, electrical, restraint, and air-conditioning systems. Upon completion, students should be able to identify system components and perform basic system diagnostic checks and/or repairs according to industry standards.

AUB 150 Automotive Detailing 1 3 2
Prerequisites:
Corequisites: None
This course covers the methods and procedures used in automotive detailing facilities. Topics include safety, engine, interior and trunk compartment detailing, buffing/polishing exterior surfaces, and cleaning and reconditioning exterior trim, fabrics, and surfaces. Upon completion, students should be able to improve the overall appearance of a vehicle.

AUB 160 Body Shop Operations 1 0 1
Prerequisites:
Corequisites: None
This course introduces the day-to-day operations of autobody repair facilities. Topics include work habits and ethics, customer relations, equipment types, materials cost and control, policies and procedures, shop safety and liabilities, and other related topics. Upon completion, students should be able to understand the general operating policies and procedures associated with an autobody repair facility.

AUB 162 Autobody Estimating 1 2 2
Prerequisites:
Corequisites: None
This course provides a comprehensive study of autobody estimating. Topics include collision damage analysis, industry regulations, flat-rate and estimated time, and collision estimating manuals. Upon completion, students should be able to prepare and interpret a damage report.

BIO 110 Principles of Biology 3 3 4
Prerequisites: RED 090
Corequisites: None
This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 111 General Biology I 3 3 4
Prerequisites: RED 090 and MAT 080
Corequisites: None
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 112 General Biology II 3 3 4
Prerequisites: **BIO 111**
Corequisites: **None**
This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 140 Environmental Biology 3 0 3
Prerequisites: **RED 090**
Corequisites: **BIO 140A**
This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 140A Environmental Biology Lab 0 3 1
Prerequisites:
Corequisites: **BIO 140**
This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 143 Field Biology Minicourse 1 2 2
Prerequisites: **RED 090**
Corequisites: **None**
This course introduces the biological and physical components of a field environment. Emphasis is placed on a local field environment with extended field trips to other areas. Upon completion, students should be able to demonstrate an understanding of the biological and physical components of the specific biological environment. This course is specifically appropriate for those who teach children up to age 8.

BIO 145 Ecology 3 3 4
Prerequisites: **BIO 110 or BIO 111**
Corequisites: **None**
This course provides an introduction to ecological concepts using an ecosystems approach. Topics include energy flow, nutrient cycling, succession, population dynamics, community structure, and other related topics. Upon completion, stu-

dents should be able to demonstrate comprehension of basic ecosystem structure and dynamics.

BIO 163 Basic Anat & Physiology 4 2 5
Prerequisites: RED 090 and MAT 080
Corequisites: None
This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships.

BIO 165 Anatomy and Physiology I 3 3 4
Prerequisites: RED 090
Corequisites: None
This course is the first of a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.

BIO 166 Anatomy and Physiology II 3 3 4
Prerequisites: BIO 165
Corequisites: None
This course is the second in a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and the interrelationships of all body systems.

BIO 224 Local Flora Spring 1 2 2
Prerequisites:
Corequisites: None
This course provides an introduction to the identification of native plants. Emphasis is placed on spring wild flowers. Upon completion, students should be able to identify a variety of spring wild flowers and native plants.

BIO 225 Local Flora Summer 1 2 2
Prerequisites:
Corequisites: None
This course provides an introduction to the identification of native plants. Emphasis is placed on summer wild flowers. Upon completion, students should be able to identify a variety of summer wild flowers and native plants.

BIO 226 Local Flora Fall 1 2 2
Prerequisites:
Corequisites: None
This course provides an introduction to the identification of native plants. Emphasis is placed on fall wild flowers. Upon completion, students should be able to identify a variety of fall wild flowers and native plants.

BIO 250 Genetics 3 3 4
Prerequisites: BIO 112
Corequisites: None
This course covers principles of prokaryotic and eukaryotic cell genetics. Emphasis is placed on the molecular basis of heredity, chromosome structure, patterns of Mendelian and non-Mendelian inheritance, evolution, and biotechnological applications. Upon complétion, students should be able to recognize and describe genetic phenomena and demonstrate knowledge of important genetic principles.

BUS 115 Business Law I 3 0 3
Prerequisites:
Corequisites: None
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

BUS 116 Business Law II 3 0 3
Prerequisites: BUS 115
Corequisites: None
This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

BUS 137 Principles of Management 3 0 3
Prerequisites:
Corequisites: None
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.

BUS 225 Business Finance 2 2 3
Prerequisites: ACC 120
Corequisites: None
This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

BUS 228 Business Statistics 2 2 3
Prerequisites: MAT 115 or MAT 161
Corequisites: None
This course introduces the use of statistical methods and tools in evaluating research data for business applications. Emphasis is placed on basic probability, measures of spread and dispersion, central tendency, sampling, regression analysis, and inductive inference. Upon completion, students should be able to apply statistical problem solving to business.

BUS 230 Small Business Management 3 0 3
Prerequisites:
Corequisites: None
This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

BUS 239 Bus Applications Seminar 1 2 2
Prerequisites: ACC 120, BUS 115, BUS 137, MKT 120, and either ECO 151, 251 or 252
Corequisites: None
This course is designed as a capstone course for Business Administration majors. Emphasis is placed on decision making in the areas of management, marketing, production, purchasing, and finance. Upon completion, students should be able to apply the techniques, processes, and vital professional skills needed in the work place.

BUS 240 Business Ethics 3 0 3
Prerequisites:
Corequisites: None
This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

BUS 260 Business Communication 3 0 3
Prerequisites: ENG 111
Corequisites: None
This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.

CHM 151 General Chemistry I **3 3 4**
Prerequisites: RED 090
Corequisites: None
This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CHM 152 General Chemistry II **3 3 4**
Prerequisites: CHM 151
Corequisites: None
This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CIS 110 Introduction to Computers **2 2 3**
Prerequisites:
Corequisites: None
This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the Internet, and operating systems. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems.

CIS 115 Introduction to Programming & Logic **2 2 3**
Prerequisites: MAT 080
Corequisites: None
This course introduces computer programming and problem solving in a programming environment, including an introduction to operating systems, text editor, and a language translator. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language.

CIS 120 Spreadsheet I 2 2 3
Prerequisites: CIS 110
Corequisites: None
This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

CIS 130 Survey of Operating System 2 3 3
Prerequisites: CIS 110
Corequisites: None
The course covers operating system concepts which are necessary for maintaining and using computer systems. Topics include disk, file, and directory structures; installation and setup; resource allocation, optimization, and configuration; system security; and other related topics. Upon completion, students should be able to install and configure operating systems and optimize performance.

CIS 152 Database Concepts & Applications 2 2 3
Prerequisites: CIS 110 or CIS 115
Corequisites: None
This course introduces database design and creation using a DBMS product. Topics include database terminology, usage in industry, design theory, types of DBMS models, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to create simple database tables, queries, reports, and forms which follow acceptable design practices.

CIS 157 Database Programming I 2 2 3
Prerequisites: CIS 130 and CIS 152
Corequisites: None
This course is designed to develop programming proficiency in a selected DBMS. Emphasis is placed on the Data Definition Language (DDL) and Data Manipulation Language (DML) of the DBMS as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports representative of industry requirements.

CIS 169 Business Presentations 1 2 2
Prerequisites: CIS 110
Corequisites: None
This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text and graphics. Upon completion, students should be able to design and demonstrate an effective presentation.

CIS 173 Network Theory 2 2 3
Prerequisites: NET 110
Corequisites: None
This course examines Token Ring, Ethernet, and Arcnet networks. Topics include LAN topologies and design; cable characteristics; cable, interface cards, server, and client installation; basic management techniques; linking networks; and troubleshooting LAN problems. Upon completion, students should be able to install both hardware and software for a small client/server LAN and troubleshoot common network problems.

CIS 215 Hardware Install/Maintenance 2 3 3
Prerequisites: CIS 110 or CIS 115
Corequisites: None
This course covers the basic hardware of a personal computer, including operations and interactions with software. Topics include component identification, the memory system, peripheral installation and configuration, preventive maintenance, and diagnostics and repair. Upon completion, students should be able to select appropriate computer equipment, upgrade and maintain existing equipment, and troubleshoot and repair non-functioning personal computers.

CIS 226 Trends in Technology 1 2 2
Prerequisites: CIS 110
Corequisites: None
This course introduces emerging information systems technologies. Emphasis is placed on evolving technologies and trends in business and industry. Upon completion, students should be able to articulate an understanding of the current trends and issues in emerging technologies for information systems.

CIS 286 Systems Analysis & Design 3 0 3
Prerequisites: CIS 115 and CIS 157
Corequisites: None
This course examines established and evolving methodologies for the analysis, design, and development of a business information system. Emphasis is placed on business systems characteristics, managing information systems projects, prototyping, CASE tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

CIS 288 Systems Project 1 4 3
Prerequisites: CIS 286
Corequisites: None
This course provides an opportunity to complete a significant systems project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation.

CJC 100 Basic Law Enforcement Training 9 27 18
Prerequisites:
Corequisites: None
This course covers the skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Emphasis is placed on topics and areas as defined by the North Carolina Administrative Code. Upon completion, students should be able to demonstrate competence in the topics and areas required for the state comprehensive examination. *This is a certificate-level course.*

CJC 111 Introduction to Criminal Justice 3 0 3
Prerequisites:
Corequisites: None
This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options.

CJC 112 Criminology 3 0 3
Prerequisites:
Corequisites: None
This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

CJC 113 Juvenile Justice 3 0 3
Prerequisites:
Corequisites: None
This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

CJC 131 Criminal Law 3 0 3
Prerequisites:
Corequisites: None
This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

CJC 132 Court Procedure & Evidence 3 0 3
Prerequisites:
Corequisites: None
This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

CJC 141 Corrections 3 0 3
Prerequisites:
Corequisites: None
This course covers the history, major philosophies, components, and current pracices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system.

CJC 212 Ethics & Community Relations 3 0 3
Prerequisites:
Corequisites: None
This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

CJC 213 Substance Abuse 3 0 3
Prerequisites:
Corequisites: None
This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

CJC 214 Victimology 3 0 3
Prerequisites:
Corequisites: None
This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs.

CJC 221 Investigative Principles 3 2 4
Prerequisites:
Corequisites: None
This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

CJC 222 Criminalistics 3 0 3
Prerequisites:
Corequisites: None
This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

CJC 231 Constitutional Law 3 0 3
Prerequisites:
Corequisites: None
The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

CJC 233 Correctional Law 3 0 3
Prerequisites:
Corequisites: None
This course introduces statutory/case law pertinent to correctional concepts, facilities, and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights, and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel.

COE 111 Co-op Work Experience I 0 0 10 1
Prerequisites:
Corequisites:
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 113 Co-op Work Experience I 0 0 30 3
Prerequisites:
Corequisites:
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 115 Work Experience Seminar I 1 0 0 1
Prerequisites:
Corequisites: COE 111 or COE 113
This course provides an opportunity to discuss hands-on experiences in COE 111 with peers and faculty. Emphasis is placed on evaluating and integrating practicum experiences. Upon completion, students should be able to demonstrate competence in planning and presenting learning experiences for young children. This course is intended for Early Childhood Associate students.

COE 121 Co-op Work Experience II 0 0 10 1
Prerequisites:
Corequisites:
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 125 Work Experience Seminar II 1 0 0 1
Prerequisites:
Corequisites: COE 121
This course provides an opportunity to discuss the application of skills demonstrated in COE 121. Emphasis is placed on practical, hands-on experience in a developmentally appropriate early childhood environment. Upon completion, students should be able to demonstrate competence in planning, presenting, and evaluating learning experiences for young children. This course is intended for Early Childhood Associate students.

COE 131 Co-op Work Experience III 0 0 10 1
Prerequisites:
Corequisites:
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 135 Work Experience Seminar III 1 0 0 1
Prerequisites:
Corequisites: COE 131
This course provides an opportunity to discuss the application of skills acquired through classroom learning and demonstrated in COE 131. Emphasis is placed on evaluating and integrating developmentally appropriate practices for young children. Upon completion, students should be able to demonstrate competence in early childhood education. This course is intended for Early Childhood Associate students.

COM 110 Introduction to Communication 3 0 3
Prerequisites: RED 090
Corequisites: None
This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in speech/communication.*

COM 120 Interpersonal Communication 3 0 3
Prerequisites: ACA 111 and COM 110
Corequisites: None
This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in speech/communication.*

COM 231 Public Speaking 3 0 3
Prerequisites: ACA 111 and COM 110
Corequisites: None
This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in speech/communication.*

COS 111 Cosmetology Concepts I **4 0 4**
Prerequisites:
Corequisites: COS 112
This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

COS 112 Salon I **0 24 8**
Prerequisites:
Corequisites: COS 111
This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

COS 113 Cosmetology Concepts II **4 0 4**
Prerequisites:
Corequisites: COS 114
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 114 Salon II **0 24 8**
Prerequisites:
Corequisites: COS 113
This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 115 Cosmetology Concepts III **4 0 4**
Prerequisites:
Corequisites: COS 116
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 116 Salon III **0 12 4**
Prerequisites:
Corequisites: COS 115
This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, press-

ing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 117 Cosmetology Concepts IV **2 0 2**
Prerequisites:
Corequisites: COS 118
This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

COS 118 Salon IV **0 21 7**
Prerequisites: COS 114 and COS 116
Corequisites: COS 117
This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

COS 121 Manicure/Nail Technology I **4 6 6**
Prerequisites:
Corequisites: None
This course covers techniques of nail technology, hand and arm massage, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, massage, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, massage, decorating, and artificial applications in a salon setting.

COS 122 Manicure/Nail Technology II **4 6 6**
Prerequisites: COS 121
Corequisites: None
This course covers advanced techniques of nail technology and hand and arm massage. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.

COS 123 Contemporary Hair Coloring **1 3 2**
Prerequisites: COS 111 and COS 112
Corequisites: None
This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should

be able to identify a client's color needs and safely and competently perform color applications and correct problems.

COS 124 Trichology & Chemistry 1 3 2
Prerequisites:
Corequisites: None
This course is a study of hair and the interaction of applied chemicals. Emphasis is placed on pH actions and the reactions and effects of chemical ingredients. Upon completion, students should be able to demonstrate an understanding of chemical terminology, pH testing, and chemical reactions on hair.

COS 140 Contemporary Design 1 3 2
Prerequisites: COS 111 and COS 112
Corequisites: None
This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design.

COS 160 Design Applications 1 3 2
Prerequisites:
Corequisites: None
This course provides an overview of the design concepts used in cosmetology. Topics include the application of art principles and elements to artistically design hair, nails, and make-up and other related topics. Upon completion, students should be able to demonstrate knowledge and techniques associated with design concepts.

COS 251 Manicure Instructor Concepts 8 0 8
Prerequisites:
Corequisites: None
This course introduces manicuring instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervision techniques, and assess student classroom performance.

COS 252 Manicure Instructor Practicum 0 15 5
Prerequisites: NC Cosmetology or Manicurist License and six months work experience in a cosmetic arts salon
Corequisites: COS 251
This course covers supervisory and instructional skills for teaching manicuring students in a laboratory setting. Topics include demonstrations of services, supervision, student assessment, and other related topics. Upon completion, students should be able to demonstrate competence in the areas covered by the Manicuring Instructor Licensing Examination and meet program completion requirements.

COS 271 Instructor Concepts I 5 0 5
Prerequisites: **Cosmetology License and six months experience as a licensed cosmetologist**
Corequisites: **COS 272**
This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.

COS 272 Instructor Practicum I 0 21 7
Prerequisites: **Cosmetology License and six months experience as a licensed cosmetologist**
Corequisites: **COS 271**
This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.

COS 273 Instructor Concepts II 5 0 5
Prerequisites: **COS 271 and COS 272**
Corequisites: **COS 274**
This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.

COS 274 Instructor Practicum II 0 21 7
Prerequisites: **COS 271 and COS 272**
Corequisites: **COS 273**
This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements. *This is a certificate-level course.*

CSC 132 BASIC Programming 2 3 3
Prerequisites: **CIS 115**
Corequisites: **None**
This course is designed to introduce computer programming using the BASIC programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays/tables, and other related topics. Upon completion, students should be able to design, code, test, and debug BASIC language programs.

CSC 139 Visual BASIC Programming 2 3 3
Prerequisites: CIS 115
Corequisites: None
This course introduces event-driven computer programming using the Visual BASIC programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, forms, sequential files, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual BASIC language programs.

CSC 141 Visual C++ Programming 2 3 3
Prerequisites: CIS 115
Corequisites: None
This course introduces event-driven computer programming using the Visual C++ programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual C++ language programs.

DRA 145 Stage Make-up 1 2 2
Prerequisites:
Corequisites: None
This course covers the research, design, selection of materials, and application of stage make-up, prosthetics, wigs, and hairpieces. Emphasis is placed on the development of techniques, style, and presentation of the finished make-up. Upon completion, students should be able to create and apply make-up, prosthetics, and hairpieces.

ECO 151 Survey of Economics 3 0 3
Prerequisites: RED 090
Corequisites: None
This course introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ECO 251 Principles of Microeconomics 3 0 3
Prerequisites: RED 090
Corequisites: None
This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course*

has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

ECO 252 Principles of Macroeconomics 3 0 3
Prerequisites: RED 090
Corequisites: None
This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

EDU 111 Early Childhood Credentials I 2 0 2
Prerequisites:
Corequisites: None
This course introduces early childhood education and the role of the teacher in environments that encourage exploration and learning. Topics include professionalism, child growth and development, individuality, family, and culture. Upon completion, students should be able to identify and demonstrate knowledge of professional roles, major areas of child growth and development, and diverse families.

EDU 112 Early Childhood Credentials II 2 0 2
Prerequisites:
Corequisites: None
This course introduces developmentally appropriate practices, positive guidance, and standards of health, safety, and nutrition. Topics include the learning environment, planning developmentally appropriate activities, positive guidance techniques, and health, safety, and nutrition standards. Upon completion, students should be able to demonstrate developmentally appropriate activities and positive guidance techniques and describe health/sanitation/nutrition practices that promote healthy environments for children.

EDU 113 Family/Early Child Credentials 2 0 2
Prerequisites:
Corequisites: None
This course covers business/professional practices for family early childhood providers, developmentally appropriate practices, positive guidance, and methods of providing a safe and healthy environment. Topics include developmentally appropriate practices; health, safety and nutrition; and business and professionalism. Upon completion, students should be able to develop a handbook of policies, procedures, and practices for a family child care home.

EDU 119 Early Childhood Education 3 2 4
Prerequisites:
Corequisites: None
This course covers the foundations of the education profession, types of programs, professionalism, and planning quality programs for children. Topics include historical foundations, career options, types of programs, professionalism, observational skills, and planning developmentally appropriate schedules, environments, and activities for children. Upon completion, students should be able to demonstrate observational skills, identify appropriate schedules and environments, develop activity plans, and describe influences on the profession.

EDU 131 Child, Family, & Community 3 0 3
Prerequisites:
Corequisites: None
This course covers the relationships between the families, programs for children/schools, and the community. Emphasis is placed on establishing and maintaining positive collaborative relationships with families and community resources. Upon completion, students should be able to demonstrate strategies for effectively working with diverse families and identifying and utilizing community resources.

EDU 144 Child Development I 3 0 3
Prerequisites:
Corequisites: None
This course covers the theories of child development and the developmental sequences of children from conception through the pre-school years for early childhood educators. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and appropriate experiences for the young child. Upon completion, students should be able to identify developmental milestones, plan experiences to enhance development, and describe appropriate interaction techniques and environments for typical/atypical development.

EDU 145 Child Development II 3 0 3
Prerequisites: EDU 144
Corequisites: None
This course covers theories of child development and developmental sequences of children from pre-school through middle childhood for early childhood educators. Emphasis is placed on characteristics of physical/motor, social, emotional, and cognitive/language development and appropriate experiences for children. Upon completion, students should be able to identify developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments.

EDU 146 Child Guidance 3 0 3
Prerequisites:
Corequisites: None
This course introduces practical principles and techniques for developmentally appropriate guidance. Emphasis is placed on encouraging self-esteem and cultural awareness, effective communication skills, and direct and indirect guidance

techniques and strategies. Upon completion, students should be able to demonstrate strategies which encourage positive social interactions, promote conflict resolution, and develop self-control, self-motivation, and self-esteem in children.

EDU 151 Creative Activities **3 0 3**
Prerequisites:
Corequisites: EDU 151A
This course covers creative learning environments, planning and implementing developmentally appropriate experiences, and developing appropriate teaching materials for the classroom. Emphasis is placed on creative activities for children in art, music, movement and physical skills, and dramatics. Upon completion, students should be able to select and evaluate developmentally appropriate learning materials and activities.

EDU 151A Creative Activities Lab **0 2 1**
Prerequisites:
Corequisites: EDU 151
This course provides a laboratory component to complement EDU 151. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate creative activities.

EDU 153 Health, Safety, & Nutrition **3 0 3**
Prerequisites:
Corequisites: None
This course focuses on promoting and maintaining the health and well-being of children. Topics include health and nutritional needs, safe and healthy environments, and recognition and reporting of child abuse and neglect. Upon completion, students should be able to set up and monitor safe indoor and outdoor environments and implement a nutrition education program.

EDU 221 Children with Special Needs **3 0 3**
Prerequisites: EDU 144 and EDU 145
Corequisites: None
This course introduces working with children with special needs. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the home and classroom environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, and work collaboratively to plan, implement, and evaluate inclusion strategies.

EDU 251 Exploration Activities **3 0 3**
Prerequisites:
Corequisites: EDU 251A
This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children.

EDU 251A Exploration Act Lab 0 2 1
Prerequisites:
Corequisites: EDU 251
This course provides a laboratory component to complement EDU 251. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate science, math, and social studies activities for children.

EDU 259 Curriculum Planning 3 0 3
Prerequisites: EDU 112, EDU 113 OR EDU 119
Corequisites: None
This course covers early childhood curriculum planning. Topics include philosophy, curriculum, indóor and outdoor environmental design, scheduling, observation and assessment, and instructional planning and evaluation. Upon completion, students should be able to assess children and curriculum; plan for daily, weekly, and long-range instruction; and design environments with appropriate equipment and supplies.

EDU 261 Early Childhood Admin I 2 0 2
Prerequisites: MAT 060
Corequisites: None
This course covers the policies, procedures, and responsibilities for the management of early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a NC Child Day Care license. Upon completion, students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision.

EDU 271 Media Tech for Teachers 2 2 3
Prerequisites:
Corequisites: None
This course covers the operation and maintenance of recording and projection equipment, the creation of classroom materials, and the application of new technologies in schools. Topics include audiovisual equipment and production, electronic and on-line information, instructional materials construction, and use of educational software. Upon completion, students should be able to use and maintain audiovisual equipment, develop instructional materials, and implement technologies for clerical management and instruction.

EDU 282 Early Childhood Lit 3 0 3
Prerequisites:
Corequisites: None
This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud,

puppetry, flannel board use, and other techniques.

ELC 112 DC/AC Electricity 3 6 5
Prerequisites:
Corequisites: None
This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.

ELC 113 Basic Wiring I 2 6 4
Prerequisites:
Corequisites: None
This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.

ELC 114 Basic Wiring II 2 6 4
Prerequisites: ELC 113
Corequisites: None
This course provides additional instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations.

ELC 115 Industrial Wiring 2 6 4
Prerequisites: ELC 113
Corequisites: None
This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.

ELC 117 Motors and Controls 2 6 4
Prerequisites: ELC 112 or ELC 131
Corequisites: None
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

ELC 118 National Electrical Code 1 2 2
Prerequisites:
Corequisites: None
This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.

ELC 119 NEC Calculations 1 2 2
Prerequisites:
Corequisites: None
This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service.

ELC 128 Intro to PLC 2 3 3
Prerequisites:
Corequisites: None
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.

ELC 131 DC/AC Circuit Analysis 4 3 5
Prerequisites:
Corequisites: MAT 121
This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation software, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

ELC 132 Electrical Drawings 1 3 2
Prerequisites:
Corequisites: None
This course introduces the technical documentation that is typically found or used in the industrial environment. Topics include interpretation of service manuals, freehand sketching of lines, orthographic views and dimensions, and blueprint reading. Upon completion, students should be able to interpret technical documents and blueprints and use basic drafting skills to prepare usable field drawings.

ELC 135 Electrical Machines I 2 2 3
Prerequisites: ELC 131 or ELC 112
Corequisites: None
This course covers magnetic circuits, transformers, DC/AC generators, and a review of the three-phase circuit fundamentals including power factor. Topics include magnetic terms and calculations, transformer calculations based on primary

or secondary equivalent circuits, and generator regulation and efficiency calculations. Upon completion, students should be able to perform regulation and efficiency calculations for DC/AC single- and three-phase transformer and generator circuits.

ELC 231 Electric Power Systems **3 2 4**
Prerequisites:
Corequisites: None
This course covers the basic principles of electric power systems, including transmission lines, generator and transformer characteristics, and fault detection and correction. Emphasis is placed on line diagrams and per unit calculations for circuit performance analysis in regards to voltage regulation, power factor, and protection devices. Upon completion, students should be able to analyze simple distribution subsystems, calculate fault current, and determine the size and type of circuit protection devices.

ELN 131 Electronic Devices **3 3 4**
Prerequisites: ELC 112 or ELC 131
Corequisites: None
This course includes semiconductor-based devices such as diodes, bipolar transistors, FETs, thermistors, and related components . Emphasis is placed on analysis, selection, biasing, and applications in power supplies, small signal amplifiers, and switching and control circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

ELN 132 Linear IC Applications **3 3 4**
Prerequisites: ELN 131
Corequisites: None
This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, differential amplifiers, instrumentation amplifiers, waveform generators, active filters, PLLs, and IC voltage regulators. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.

ELN 133 Digital Electronics **3 3 4**
Prerequisites: ELC 112 or ELC 131
Corequisites: ELN 275
This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AC/DC converters, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

ELN 150 CAD for Electronics 1 3 2
Prerequisites: CIS 110
Corequisites: None
This course introduces computer-aided drafting (CAD) with an emphasis on applications in the electronics field. Topics include electronics industry standards (symbols, schematic diagrams, layouts); drawing electronic circuit diagrams; and specialized electronic drafting practices and components such as resistors, capacitors, and ICs. Upon completion, students should be able to prepare electronic drawings with CAD software.

ELN 229 Industrial Electronics 2 4 4
Prerequisites: ELC 112 or ELC 131
Corequisites: None
This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices (filters, rectifiers, FET, SCR, Diac, Triac, Op-amps, etc). Upon completion, students should be able to install and/or troubleshoot these devices for proper operation in an industrial electronic circuit.

ELN 232 Intro to Microprocessors 3 3 4
Prerequisites: ELN 133
Corequisites: None
This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include assembly language programming, bus architecture, bus cycle types, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

ELN 233 Microprocessor Systems 3 3 4
Prerequisites: ELN 232
Corequisites: None
This course covers the application and design of microprocessor control systems. Topics include control and interfacing of systems using AD/DA, serial/parallel I/O, communication protocols, and other related applications. Upon completion, students should be able to design, construct, program, verify, analyze, and troubleshoot fundamental microprocessor interface and control circuits using related equipment.

ELN 234 Communication Systems 3 3 4
Prerequisites: ELN 132
Corequisites: None
This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test equipment.

ELN 275 Troubleshooting 1 2 2
Prerequisites:
Corequisites: ELN 133
This course covers techniques of analyzing and repairing failures in electronic equipment. Topics include safety, signal tracing, use of service manuals, and specific troubleshooting methods for analog, digital, and other electronics-based circuits and systems. Upon completion, students should be able to logically diagnose and isolate faults and perform necessary repairs to meet manufacturers' specifications.

ENG 070 Basic Language Skills 2 2 3
Prerequisites:
Corequisites: None
This course introduces the fundamentals of standard written English. Emphasis is placed on effective word choice, recognition of sentences and sentence parts, and basic usage. Upon completion, students should be able to generate a variety of sentence types that clearly express ideas. *This course does not satisfy the developmental reading and writing prerequisite for ENG 111.*

ENG 080 Writing Foundations 3 2 4
Prerequisites: ENG 070
Corequisites: None
This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified, coherent paragraph. *This course does not satisfy the developmental reading and writing prerequisite for ENG 111.*

ENG 090 Composition Strategies 3 0 3
Prerequisites: ENG 080
Corequisites: ENG 090A
This course provides practice in the writing process and stresses effective paragraphs. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay. *This course satisfies the developmental writing requirement for ENG 111.*

ENG 090A Comp Strategies Lab 0 2 1
Prerequisites: ENG 080
Corequisites: ENG 090
This writing lab is designed to practice the skills introduced in ENG 090. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay.

ENG 101 Applied Communications I 3 0 3
Prerequisites:
Corequisites: None
This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. *This is a diploma-level course.*

ENG 111 Expository Writing 3 0 3
Prerequisites: ENG 090 and RED 090
Corequisites: None
This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 112 Argument-Based Research 3 0 3
Prerequisites: ENG 111
Corequisites: None
This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing data and incorporating research findings into documented argumentative essays and research projects. Upon completion, students should be able to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources using standard research format and style. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 113 Literature-Based Research 3 0 3
Prerequisites: ENG 111
Corequisites: None
This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 114 Prof Research & Reporting 3 0 3
Prerequisites: ENG 111
Corequisites: None
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 231 American Literature I 3 0 3
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 232 American Literature II 3 0 3
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 233 Major American Writers 3 0 3
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 241 British Literature I 3 0 3
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their

historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 242 British Literature II **3 0 3**
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 243 Major British Writers **3 0 3**
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course provides an intensive study of the works of several major British authors. Emphasis is placed on British history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in hunanities/fine arts.*

ENG 251 Western World Literature I **3 0 3**
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course provides a survey of selected European works from the Classical period through the Renaissance. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 252 Western World Literature II **3 0 3**
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course provides a survey of selected European works from the Neoclassical period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 261 World Literature I 3 0 3
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 262 World Literature II 3 0 3
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 272 Southern Literature 3 0 3
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course provides an analytical study of the works of several Southern authors. Emphasis is placed on the historical and cultural contexts, themes, aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works.

ENG 273 African-American Literature 3 0 3
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts.

ENG 274 Literature by Women 3 0 3
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course provides an analytical study of the works of several women authors. Emphasis is placed on the historical and cultural contexts, themes and aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works.

GEL 111 Introductory Geology 3 2 4
Prerequisites: **RED 090**
Corequisites: **None**
This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

GEO 112 Cultural Geography 3 0 3
Prerequisites: **RED 090**
Corequisites: **None**
This course is designed to explore the diversity of human cultures and to describe their shared characteristics. Emphasis is placed on the characteristics, distribution, and complexity of earth's cultural patterns. Upon completion, students should be able to demonstrate an understanding of the differences and similarities in human cultural groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HEA 110 Personal Health/Wellness 3 0 3
Prerequisites: **RED 090**
Corequisites: **None**
This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness.

HEA 112 First Aid & CPR 1 2 2
Prerequisites:
Corequisites: **None**
This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained.

HIS 111 World Civilizations I 3 0 3
Prerequisites: **RED 090**
Corequisites: **None**
This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 112 World Civilizations II 3 0 3
Prerequisites: RED 090
Corequisites: None
This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 121 Western Civilization I 3 0 3
Prerequisites: RED 090
Corequisites: None
This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 122 Western Civilization II 3 0 3
Prerequisites: RED 090
Corequisites: None
This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 131 American History I 3 0 3
Prerequisites: RED 090
Corequisites: None
This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 132 American History II 3 0 3
Prerequisites: RED 090
Corequisites: None
This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students

should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 141 Genealogy & Local History 3 0 3
Prerequisites: RED 090
Corequisites: None
This course explores the role of the local or family historian. Emphasis is placed on historical or genealogical research techniques including a survey of local, state, and national archival resources. Upon completion, students should be able to conduct genealogical research and do a major research project on local or family history.

HIS 162 Women and History 3 0 3
Prerequisites: RED 090
Corequisites: None
This course surveys the experience of women in historical perspective. Topics include the experiences and contributions of women in culture, politics, economics, science, and religion. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural contributions of women in history.

HIS 167 The Vietnam War 3 0 3
Prerequisites: RED 090
Corequisites: None
This course covers the American political and military involvement in Vietnam from 1944 to 1975. Topics include the French colonial policy, Vietnamese nationalism, the war with France, American involvement, and resolution of the conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments that influenced the Vietnam War.

HIS 227 Native American History 3 0 3
Prerequisites: RED 090
Corequisites: None
This course surveys the history and cultures of Native Americans from pre-history to the present. Topics include Native American civilizations, relations with Europeans, and the continuing evolution of Native American cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments among Native Americans.

HIS 230 The Changing South 3 0 3
Prerequisites: RED 090
Corequisites: None
This course covers major developments in the South from the Civil War era to the present. Topics include Reconstruction, the emergence of the New South, segregation, the Civil Rights movement, and current issues and challenges facing the South. Upon completion, students should be able to analyze significant political,

socioeconomic, and cultural developments in the New South.

HIS 233 History of Appalachia 3 0 3
Prerequisites: RED 090
Corequisites: None
This course introduces the Appalachian region and its relationship to mainstream American history. Topics include regional settlement patterns and a study of Appalachian culture. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in Appalachia.

HIS 234 Cherokee History 3 0 3
Prerequisites: RED 090
Corequisites: None
This course is a survey of the history and culture of the Cherokees. Topics include origins, belief systems, contact and conflict with European settlers, removals, and contemporary problems faced by the Cherokees. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in Cherokee history.

HIS 236 North Carolina History 3 0 3
Prerequisites: RED 090
Corequisites: None
This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina.

HUM 110 Technology and Society 3 0 3
Prerequisites: RED 090
Corequisites: None
This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 120 Cultural Studies 3 0 3
Prerequisites: RED 090
Corequisites: None
This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 121 The Nature of America 3 0 3
Prerequisites: RED 090
Corequisites: None
This course provides an interdisciplinary survey of the American cultural, social, and political experience. Emphasis is placed on the multicultural character of American society, distinctive qualities of various regions, and the American political system. Upon completion, students should be able to analyze significant cultural, social, and political aspects of American life. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 122 Southern Culture 3 0 3
Prerequisites: RED 090
Corequisites: None
This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 123 Appalachian Culture 3 0 3
Prerequisites: RED 090
Corequisites: None
This course provides an interdisciplinary study of the unique features of Appalachian culture. Topics include historical, political, sociological, psychological, and artistic features which distinguish this region. Upon completion, students should be able to demonstrate a broad-based awareness and appreciation of Appalachian culture.

HUM 130 Myth in Human Culture 3 0 3
Prerequisites: RED 090
Corequisites: None
This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 150 American Women's Studies 3 0 3
Prerequisites: RED 090
Corequisites: None
This course provides an inter-disciplinary study of the history, literature, and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be

able to identify and analyze the roles of women as reflected in various cultural forms. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 160 Introduction to Film 3 0 3
Prerequisites: RED 090
Corequisites: None
This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 170 The Holocaust 3 0 3
Prerequisites: RED 090
Corequisites: None
This course provides a survey of the destruction of European Jewry by the Nazis during World War II. Topics include the anti-Semitic ideology, bureaucratic structures, and varying conditions of European occupation and domination under the Third Reich. Upon completion, students should be able to demonstrate an understanding of the historical, social, religious, political, and economic factors which cumulatively resulted in the Holocaust.

HUM 211 Humanities I 3 0 3
Prerequisites: ENG 111
Corequisites: None
This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from ancient through early modern times. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 212 Humanities II 3 0 3
Prerequisites: ENG 111
Corequisites: None
This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from early modern times to the present. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 220 Human Values and Meaning 3 0 3
Prerequisites: ENG 111
Corequisites: None
This course presents some major dimensions of human experience as reflected in art, music, literature, philosophy, and history. Topics include the search for identity, the quest for knowledge, the need for love, the individual and society, and the meaning of life. Upon completion, students should be able to recognize interdisciplinary connections and distinguish between open and closed questions and between narrative and scientific models of understanding. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 230 Leadership Development 3 0 3
Prerequisites: ENG 111
Corequisites: None
This course explores the theories and techniques of leadership and group process. Emphasis is placed on leadership styles, theories of group dynamics, and the moral and ethical responsibilities of leadership. Upon completion, students should be able to identify and analyze a personal philosophy and style of leadership and integrate these concepts in various practical situations.

MAT 050 Basic Math Skills 3 2 4
Prerequisites:
Corequisites: None
This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems.

MAT 060 Essential Mathematics 3 2 4
Prerequisites: MAT 050
Corequisites: None
This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.

MAT 070 Introductory Algebra 3 2 4
Prerequisites: MAT 060
Corequisites: RED 080
This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 080 Intermediate Algebra 3 2 4
Prerequisites: MAT 070
Corequisites: RED 080
This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 101 Applied Mathematics I 2 2 3
Prerequisites: MAT 060
Corequisites: None
This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study. *This course is intended for certificate and diploma programs.*

MAT 102 Applied Mathematics II 2 2 3
Prerequisites: MAT 101
Corequisites: None
This course introduces the concepts of right triangle trigonometry and geometry with emphasis on applications to problem solving. Topics include the basic definitions and properties of plane and solid geometry, area and volume, and right triangle trigonometry. Upon completion, students should be able to solve applied problems both independently and collaboratively. *This course is intended for certificate and diploma programs.*

MAT 115 Mathematical Models 2 2 3
Prerequisites: MAT 070
Corequisites: None
This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, functional notation, linear functions and their groups, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently.

MAT 120 Geometry and Trigonometry 2 2 3
Prerequisites: MAT 070
Corequisites: None
This course introduces the concepts of plane trigonometry and geometry with emphasis on applications to problem solving. Topics include the basic definitions and properties of plane and solid geometry, area and volume, right triangle trigo-

nometry, and oblique triangles. Upon completion, students should be able to solve applied problems both independently and collaboratively using technology.

MAT 140 Survey of Mathematics **3 0 3**
Prerequisites: MAT 070
Corequisites: None
This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.*

MAT 140A Survey of Mathematics Lab **0 2 1**
Prerequisites: MAT 070
Corequisites: MAT 140
This course is a laboratory for MAT 140. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

MAT 151 Statistics I **3 0 3**
Prerequisites: MAT 080
Corequisites: RED 080
This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 161 College Algebra **3 0 3**
Prerequisites: MAT 080
Corequisites: RED 080
This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on equations and inequalities; polynomial, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 162 College Trigonometry 3 0 3
Prerequisites: MAT 161
Corequisites: None
This course provides an integrated technological approach to trigonometry and its applications. Topics include trigonometric ratios, right triangles, oblique triangles, trigonometric functions, graphing, vectors, and complex numbers. Upon completion, students should be able to apply the above principles of trigonometry to problem solving and communication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 165 Finite Mathematics 3 0 3
Prerequisites: MAT 161
Corequisites: None
This course provides topics used to formulate models and to solve and interpret solutions using an algorithmic approach. Topics include linear algebra, linear programming, simplex method, sets and counting, probability, mathematics of finance, and logic. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts of finite mathematics and the ability to solve related problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 171 Precalculus Algebra 3 0 3
Prerequisites: MAT 080
Corequisites: RED 080
This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 172 Precalculus Trigonometry 3 0 3
Prerequisites: MAT 171
Corequisites: None
This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, and vectors. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 263 Brief Calculus 3 0 3
Prerequisites: MAT 161
Corequisites: None
This course introduces concepts of differentiation and integration and their applications to solving problems; the course is designed for students needing one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 271 Calculus I 3 2 4
Prerequisites: MAT 172
Corequisites: None
This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 272 Calculus II 3 2 4
Prerequisites: MAT 271
Corequisites: None
This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MED 182 CPR First Aid & Emergency 1 2 0 2
Prerequisites:
Corequisites: None
This course provides the basic knowledge and skills necessary to perform basic CPR, first aid, and medical emergency care related to the clinical, home, office, and recreational setting. Emphasis is placed on triage, assessment, and proper management of emergency care. Upon completion, students should be able to demonstrate basic CPR, first aid, and medical emergency care.

MKT 120 Principles of Marketing 3 0 3
Prerequisites:
Corequisites: None
This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

MKT 223 Customer Service 3 0 3
Prerequisites:
Corequisites: None
This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations.

MUS 110 Music Appreciation 3 0 3
Prerequisites: RED 090
Corequisites: None
This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

MUS 112 Introduction to Jazz 3 0 3
Prerequisites:
Corequisites: None
This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

MUS 113 American Music 3 0 3
Prerequisites:
Corequisites: None
This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

NAS 101 Nursing Assistant I 3 2 3 5
Prerequisites: High school diploma or GED
Corequisites: NAS 102 or NAS 103
This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant I with the North Carolina Nurse Aide I Registry. *This is a certificate-level course.*

NAS 102 Nursing Assistant II 3 2 6 6
Prerequisites: High school diploma or GED and currently listed as NA I with State of North Carolina
Corequisites: NAS 103
This course provides training in selected advanced nursing assistant procedures. Emphasis is placed on sterile techniques, respiratory procedures, catheterizations, wound and trach care, irrigations, and ostomy care. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant II with the North Carolina Board of Nursing. *This is a certificate-level course.*

NAS 103 Home Health Care 2 0 0 2
Prerequisites: High school diploma or GED
Corequisites: NAS 101
This course covers basic health issues that affect clients in the home setting. Emphasis is placed on home safety, recognizing significant changes in the client's condition, family dynamics, and use of home health care equipment. Upon completion, students should be able to identify care for clients at home. *This is a certificate-level course.*

NET 110 Data Comm/Networking 2 2 3
Prerequisites:
Corequisites: None
This course introduce data communication and networking. Topics include telecommunication standards, protocols, equipment, network topologies, communication software, LANs, WANs, the Internet, and network operating systems. Upon completion, students should be able to demonstrate understanding of the fundamentals of telecommunication and networking.

NUR 115 Fundamentals of Nursing 2 3 6 5
Prerequisites: Admission to the Associate Degree Nursing program
Corequisites: ACA 111, BIO 165, PSY 110, ENG 111, NUR 118
This course introduces concepts basic to beginning nursing practice. Emphasis is placed on the application of the nursing process to provide and manage care as a member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations of health. Theory and procedures related to basic human needs are taught, demonstrated and practiced in class, nursing skills laboratory, and in area health care facilities.

NUR 116 Nursing of Older Adults 2 3 3 4
Prerequisites: NUR 185
Corequisites: NUR 125
This course provides an opportunity to utilize the provider of care and manager of care roles to meet nursing needs of older adults in a variety of settings. Emphasis is placed on the aging process as it applies to normal developmental changes and alterations in health commonly occurring in the older adult. Upon completion, students should be able to apply the nursing process in caring for the older adult.

NUR 117 Pharmacology 1 3 0 2
Prerequisites: NUR 115
Corequisites: NUR 135
This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, and application of the nursing process regarding drug therapy. Upon completion, students should be able to compute dosages and administer medication safely. Pharmacological properties of medications in each classification are emphasized.

NUR 118 Nutrition/Diet Therapy 2 0 0 2
Prerequisites:
Corequisites: NUR 115
This course covers the six nutrient categories and provides an overview of diet recommendations for promotion and maintenance of health. Topics include the food pyramid recommendations for individuals across the life span, energy balance, and special dietary modifications for common alterations in health. Upon completion, students should be able to complete a nutritional assessment, analyze diets, and recommend dietary adaptations to meet individual health needs. Students relate their diets to the standards presented.

NUR 125 Maternal-Child Nursing 5 3 6 8
Prerequisites: NUR 115, NUR 185
Corequisites: NUR 116
This course introduces nursing concepts related to the delivery of nursing care for the expanding family. Emphasis is placed on utilizing the nursing process as a framework for managing/providing nursing care to individuals and families along the wellness-illness continuum. Upon completion, students should be able to utilize the nursing process to deliver nursing care to mothers, infants, children, and families.

NUR 133 Nursing Assessment 2 3 0 3
Prerequisites: NUR 115
Corequisites: NUR 135
This course provides theory and application experience for performing nursing assessment of individuals across the life span. Emphasis is placed on interviewing and physical assessment techniques and documentation of findings appropriate for nursing. Upon completion, students should be able to complete a health his-

tory and perform a noninvasive physical assessment. Emphasis is placed on well clients with the identification and prioritization of some deviations from the normal upon which to base nursing diagnoses.

NUR 135 Adult Nursing I **5 3 9 9**
Prerequisites: NUR 115
Corequisites: BIO 166, NUR 117, NUR 133
This course introduces concepts related to the nursing care of individuals experiencing acute and chronic alterations in health. Emphasis is placed on utilizing the nursing process as a framework for providing and managing nursing care to individuals along the wellness-illness continuum. Upon completion, students should be able to apply the nursing process to individuals experiencing acute and chronic alterations in health.

NUR 185 Mental Health Nursing **3 0 6 5**
Prerequisites: NUR 115, NUR 135
Corequisites: None
This course includes concepts related to the nursing care of individuals experiencing alterations in social and psychological functioning. Emphasis is placed on utilizing the nursing process to provide and manage nursing care for individuals with common psychiatric disorders or mental health needs. Upon completion, students should be able to apply psychosocial theories in the nursing care of individuals with psychiatric/mental health needs. Therapeutic use of self, utilization of effective communication techniques and the role of the nurse in providing client care in health care settings is emphasized.

NUR 188 Nursing in the Community **1 0 6 3**
Prerequisites: NUR 115, NUR 125
Corequisites: NUR 235
This course to introduces concepts and practices of community-based nursing care across the life span. Topics include home care history, agency regulation/standards, nurse's roles, the interdisciplinary team, and the application of nursing care to the community setting. Upon completion, students should be able to provide nursing care, manage nursing care, and function as a member of the discipline in home health care.

NUR 189 Nursing Transition **1 3 0 2**
Prerequisites: BIO 165, PSY 110, ENG 111
Corequisites: ACA 111, BIO 166
This course is designed to assist the licensed practical nurse in transition to the role of the associate degree nurse. Topics include the role of the registered nurse, nursing process, homeostasis, and validation of selected nursing skills and physical assessment. Upon completion, students should be able to articulate into the ADN program at the level of the generic student.

NUR 235 Adult Nursing II 4 3 15 10
Prerequisites: NUR 135
Corequisites: COM 110, NUR 188
This course provides expanded concepts related to nursing care for individuals experiencing common complex alterations in health. Emphasis is placed on the nurse's role as a member of a multidisciplinary team and as a manager of care for a group of individuals. Upon completion, students should be able to provide comprehensive nursing care for groups of individuals with common complex alterations in health.

OST 080 Keyboarding Literacy 1 2 2
Prerequisites:
Corequisites: None
This course is designed to develop elementary keyboarding skills. Emphasis is placed on mastery of the keyboard. Upon completion, students should be able to demonstrate basic proficiency in keyboarding.

OST 122 Office Computations 1 2 2
Prerequisites: MAT 060
Corequisites: None
This course introduces the keypad and the touch method using the electronic calculator. Topics include mathematical functions in business applications. Upon completion, students should be able to use the electronic calculator to solve a wide variety of problems commonly encountered in business.

OST 131 Keyboarding 1 2 2
Prerequisites:
Corequisites: None
This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

OST 134 Text Entry & Formatting 3 2 4
Prerequisites: OST 131
Corequisites: None
This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce mailable documents.

OST 136 Word Processing 1 2 2
Prerequisites: OST 131 or OST 080
Corequisites: None
This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

OST 137 Office Software Applications 1 2 2
Prerequisites: OST 131
Corequisites: None
This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands on approach. Upon completion, students should be able to use software in a business environment. This class will also incorporate the integration of various software packages.

OST 141 Medical Terms I-Medical Office 3 0 3
Prerequisites:
Corequisites: None
This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in approximately one-half of the systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

OST 142 Medical Terms II-Medical Office 3 0 3
Prerequisites: OST 141
Corequisites: None
This course is a continuation of OST 141 and continues the study, using a language-structure approach, of medical office terminology and vocabulary. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in the remaining systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

OST 148 Medical Coding Billing & Insurance 3 0 3
Prerequisites:
Corequisites: None
This course introduces CPT and ICD coding as they apply to medical insurance and billing. Emphasis is placed on accuracy in coding, forms preparation, and posting. Upon completion, students should be able to describe the steps of the total billing cycle and explain the importance of accuracy. *This course is a unique concentration requirement in the Medical Office Systems Technology concentration in the Office Systems Technology program.*

OST 149 Medical Legal Issues 2 0 2
Prerequisites:
Corequisites: None
This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior. *This course is a unique concentration requirement in the Medi-*

cal Office Systems Technology concentration in the Office Systems Technology program.

OST 164 Text Editing Applications 3 0 3
Prerequisites:
Corequisites: None
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST 184 Records Management 1 2 2
Prerequisites:
Corequisites: None
This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

OST 223 Machine Transcription I 1 2 2
Prerequisites: OST 134, OST 136, and OST 164
Corequisites: None
This course covers the use of transcribing machines to produce mailable documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe documents into mailable copy.

OST 233 Office Publications Design 2 2 3
Prerequisites: OST 136 and CIS 110
Corequisites: None
This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.

OST 241 Med Ofc Transcription I 1 2 2
Prerequisites: OST 141
Corequisites: None
This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties. *This course is a unique concentration requirement in the Medical Office Systems Technology concentration in the Office Systems Technology program.*

OST 243 Medical Office Simulation 2 2 3
Prerequisites: OST 131 and OST 148
Corequisites: None
This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections. *This course is a unique concentration requirement in the Medical Office Systems Technology concentration in the Office Systems Technology program.*

OST 289 Office Systems Management 2 2 3
Prerequisites: OST 134, OST 136, and OST 164
Corequisites: None
This course provides a capstone course for the office professional. Topics include administrative office procedures, imaging, communication techniques, ergonomics, and equipment utilization. Upon completion, students should be able to function proficiently in a changing office environment.

PED 110 Fit and Well for Life 1 2 2
Prerequisites:
Corequisites: None
This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests.

PED 119 Circuit Training 0 3 1
Prerequisites:
Corequisites: None
This course covers the skills necessary to participate in a developmental fitness program. Emphasis is placed on the circuit training method which involves a series of conditioning timed stations arranged for maximum benefit and variety. Upon completion, students should be able to understand and appreciate the role of circuit training as a means to develop fitness.

PED 120 Walking for Fitness 0 3 1
Prerequisites:
Corequisites: None
This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program.

PED 122 Yoga I 0 2 1
Prerequisites:
Corequisites: None
This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga.

PED 125 Self-Defense-Beginning 0 2 1
Prerequisites:
Corequisites: None
This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature.

PED 126 Self-Defense-Intermediate 0 2 1
Prerequisites: PED 125
Corequisites: None
This course is designed to aid students in building on the techniques and skills developed in PED 125. Emphasis is placed on the appropriate psychological and physiological responses to various encounters. Upon completion, students should be able to demonstrate intermediate skills in self-defense stances, blocks, punches, and kick combinations.

PED 130 Tennis-Beginning 0 2 1
Prerequisites:
Corequisites: None
This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis.

PED 131 Tennis-Intermediate 0 2 1
Prerequisites: PED 130
Corequisites: None
This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis.

PED 143 Volleyball-Beginning 0 2 1
Prerequisites:
Corequisites: None
This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball.

PED 152 Swimming-Beginning **0 2 1**
Prerequisites:
Corequisites: None
This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards.

PED 153 Swimming-Intermediate **0 2 1**
Prerequisites: PED 152
Corequisites: None
This course is designed for those who have mastered basic swimming skills. Emphasis is placed on refining basic skills and learning new swim strokes. Upon completion, students should be able to demonstrate the four basic strokes, the scissors kick, the underwater swim, and other related skills.

PED 170 Backpacking **0 2 1**
Prerequisites:
Corequisites: None
This course covers the proper techniques for establishing a campsite, navigating in the wilderness, and planning for an overnight trip. Topics include planning for meals, proper use of maps and compass, and packing and dressing for extended periods in the outdoors. Upon completion, students should be able to identify quality backpacking equipment, identify the principles of no-trace camping, and successfully complete a backpacking experience.

PED 171 Nature Hiking **0 2 1**
Prerequisites:
Corequisites: None
This course provides instruction on how to equip and care for oneself on the trail. Topics include clothing, hygiene, trail ethics, and necessary equipment. Upon completion, students should be able to successfully participate in nature trail hikes.

PED 181 Snow Skiing-Beginning **0 2 1**
Prerequisites:
Corequisites: None
This course introduces the fundamentals of snow skiing. Topics include basic techniques, safety, and equipment involved in snow skiing. Upon completion, students should be able to ski a down slope, enter and exit a ski lift, and perform basic maneuvers on skis.

PED 182 Snow Skiing Intermediate **0 2 1**
Prerequisites: PED 181
Corequisites: None
This course is designed to further develop snow skiing skills. Topics include selection and care of equipment, parallel skiing and turns, christies, advanced jumps, trail skiing, and slalom racing. Upon completion, students should be able to ski on varying terrains and snow conditions with control and safety.

PED 184 Square Dancing I 0 2 1
Prerequisites:
Corequisites: None
This course introduces the terminology and skills necessary to perform square dancing. Topics include working from squared sets-squared circles to squared throughs, right and left throughs, and Dixie Chains. Upon completion, students should be able to perform square dance routines and recognize the calls made for all formations.

PHI 210 History of Philosophy 3 0 3
Prerequisites: ENG 111
Corequisites: None
This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

PHI 215 Philosophical Issues 3 0 3
Prerequisites: ENG 111
Corequisites: None
This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critique the philosophical components of an issue. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

PHI 240 Introduction to Ethics 3 0 3
Prerequisites: ENG 111
Corequisites: None
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

PHY 151 College Physics I 3 2 4
Prerequisites: MAT 162 or MAT 172
Corequisites: None
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power,

momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 152 College Physics II **3 2 4**
Prerequisites: PHY 151
Corequisites: None
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

POL 110 Intro Political Science **3 0 3**
Prerequisites: RED 090
Corequisites: None
This course introduces basic political concepts used by governments and addresses a wide range of political issues. Topics include political theory, ideologies, legitimacy, and sovereignty in democratic and non-democratic systems. Upon completion, students should be able to discuss a variety of issues inherent in all political systems and draw logical conclusions in evaluating these systems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

POL 120 American Government **3 0 3**
Prerequisites: RED 090
Corequisites: None
This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

POL 130 State & Local Government **3 0 3**
Prerequisites: RED 090
Corequisites: None
This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North

Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual.

PSY 101 Applied Psychology 3 0 3
Prerequisites:
Corequisites: None
This course introduces the basic principles of psychology as they apply to daily life. Topics include perception, emotions, motivation, adjustment, behavior management, communication, and related topics that promote growth and development on the job and in one's personal life. Upon completion, students should be able to apply the principles learned in this class to everyday living. *This course is intended for certificate and diploma programs.*

PSY 110 Life Span Development 3 0 3
Prerequisites:
Corequisites: None
This course provides an introduction to the study of human growth and development. Emphasis is placed on the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span and apply this knowledge to their specific field of study.

PSY 115 Stress Management 2 0 2
Prerequisites:
Corequisites: None
This course covers stressors and techniques for stress management. Topics include anger, assertiveness, adaptation to change, conflict, coping skills, identification of stressors, time management, and the physiology of stress and burnout. Upon completion, students should be able to demonstrate an understanding of the effective management of stress.

PSY 131 Psychology of Dreams 3 0 3
Prerequisites: RED 090
Corequisites: None
This course covers the physiology of sleeping and dreaming and the major psychological approaches to the interpretation of dreams. Topics include historical and cultural perspectives on dreams, sleep disorders, and an examination of traditional and contemporary approaches to dreams and their meaning. Upon completion, students should be able to demonstrate a basic understanding of the psychological implications of sleeping and dreaming.

PSY 141 Psychology of Death and Dying 3 0 3
Prerequisites: RED 090
Corequisites: None
This course presents psychological perspectives on death and dying. Topics include the culturally diverse aspects of death and the grieving process, adjustment mechanisms, interventions, and the psychological and ethical dimensions of death

and dying. Upon completion, students should be able to demonstrate an understanding of the psychosocial aspects of death and dying.

PSY 150 General Psychology 3 0 3
Prerequisites: RED 090
Corequisites: None
This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 183 Psychology of Addiction 3 0 3
Prerequisites: RED 090
Corequisites: None
This course covers historical and theoretical perspectives on addictive behavior and the genetic, familial, and sociocultural influences on addiction. Topics include addictions to eating, gambling, alcohol, drugs, relationships, work, and sex. Upon completion, students should be able to demonstrate a knowledge of the theories of addiction and the factors underlying addictive behaviors.

PSY 211 Psychology of Adjustment 3 0 3
Prerequisites: PSY 150
Corequisites: None
This course introduces the study of the adjustment process focusing on contemporary challenges individuals must deal with in everyday life. Topics include theories of behavior, career choices, self-understanding, coping mechanisms, human relationships, intimacy, sociocultural factors influencing healthy personal adjustment, and other related topics. Upon completion, students should be able to demonstrate an awareness of the processes of adjustment.

PSY 237 Social Psychology 3 0 3
Prerequisites: PSY 150 or SOC 210
Corequisites: None
This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 239 Psychology of Personality 3 0 3
Prerequisites: PSY 150
Corequisites: None
This course covers major personality theories and personality research methods.

Topics include psychoanalytic, behavioristic, social learning, cognitive, humanistic, and trait theories including supporting research. Upon completion, students should be able to compare and contrast traditional and contemporary approaches to the understanding of individual differences in human behavior. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 241 Developmental Psychology 3 0 3
Prerequisites: PSY 150
Corequisites: None
This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 243 Child Psychology 3 0 3
Prerequisites: PSY 150
Corequisites: None
This course provides an overview of physical, cognitive, and psychosocial development from conception through adolescence. Topics include theories and research, interaction of biological and environmental factors, language development, learning and cognitive processes, social relations, and moral development. Upon completion, students should be able to identify typical and atypical childhood behavior patterns as well as appropriate strategies for interacting with children.

PSY 246 Adolescent Psychology 3 0 3
Prerequisites: PSY 150
Corequisites: None
This course provides an overview of the behavior patterns, life changes, and social issues that accompany the developmental stage of adolescence. Topics include developmental theories; physical, cognitive and psychosocial growth; transitions to young adulthood; and sociocultural factors that influence adolescent roles in home, school and community. Upon completion, students should be able to identify typical and atypical adolescent behavior patterns as well as appropriate strategies for interacting with adolescents.

PSY 247 Psychology of Adulthood 3 0 3
Prerequisites: PSY 150
Corequisites: None
This course examines the major theories and patterns of adult development from young adulthood to late adulthood. Topics include physical, cognitive, and psychosocial changes with an emphasis on relationships, family patterns, work roles, community interactions, and the challenges of each stage of adulthood. Upon completion, students should be able to demonstrate a knowledge of adult development and an ability to apply this knowledge to their own lives.

PSY 259 Human Sexuality 3 0 3
Prerequisites: PSY 150
Corequisites: None
This course provides the biological, psychological, and sociocultural aspects of human sexuality and related research. Topics include reproductive biology, sexual and psychosexual development, sexual orientation, contraception, sexually transmitted diseases, sexual disorders, theories of sexuality, and related issues. Upon completion, students should be able to demonstrate an overall knowledge and understanding of human sexuality.

PSY 281 Abnormal Psychology 3 0 3
Prerequisites: PSY 150
Corequisites: None
This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

RED 070 Essential Reading Skills 3 2 4
Prerequisites:
Corequisites: None
This course is designed for those with limited reading skills. Emphasis is placed on basic word attack skills, vocabulary, transitional words, paragraph organization, basic comprehension skills, and learning strategies. Upon completion, students should be able to demonstrate competence in the skills required for RED 080. *This course does not satisfy the developmental reading prerequisite for ENG 111.*

RED 080 Introduction to College Reading 3 2 4
Prerequisites: RED 070
Corequisites: None
This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context. *This course does not satisfy the developmental reading prerequisite for ENG 111.*

RED 090 Improved College Reading 3 2 4
Prerequisites: RED 080
Corequisites: None
This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written mate-

rial. Upon completion, students should be able to comprehend and analyze college-level reading material. *This course satisfies the developmental reading prerequisite for ENG 111.*

RED 111 Crit Reading for College 3 0 3
Prerequisites: RED 090
Corequisites: None
This course is designed to enhance critical reading skills. Topics include vocabulary enrichment, reading flexibility, metacognitive strategies, and advanced comprehension skills, including analysis and evaluation. Upon completion, students should be able to demonstrate comprehension and analysis and respond effectively to material across disciplines.

REL 110 World Religions 3 0 3
Prerequisites: RED 090
Corequisites: None
This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 111 Eastern Religions 3 0 3
Prerequisites: RED 090
Corequisites: None
This course introduces the major Asian religious traditions. Topics include Hinduism, Buddhism, Taoism, Confucianism, and Shinto. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 112 Western Religions 3 0 3
Prerequisites: RED 090
Corequisites: None
This course introduces the major western religious traditions. Topics include Zoroastrianism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 211 Intro to Old Testament 3 0 3
Prerequisites: RED 090
Corequisites: None
This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature.

This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

REL 212 Introduction to New Testament 3 0 3
Prerequisites: RED 090
Corequisites: None
This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 221 Religion in America 3 0 3
Prerequisites: RED 090
Corequisites: None
This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SOC 105 Social Relationships 3 0 3
Prerequisites: RED 090
Corequisites: None
This course is designed to study social relations and human behavior in all aspects of society. Emphasis is placed on the individual in the family, educational setting, and workplace. Upon completion, students should be able to apply knowledge about human behavior to improve interpersonal and job effectiveness. *This course is intended for certificate and diploma programs.*

SOC 210 Introduction to Sociology 3 0 3
Prerequisites: RED 090
Corequisites: None
This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 213 Sociology of the Family 3 0 3
Prerequisites: RED 090
Corequisites: None
This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 220 Social Problems 3 0 3
Prerequisites: RED 090
Corequisites: None
This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 225 Social Diversity 3 0 3
Prerequisites: RED 090
Corequisites: None
This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 230 Race and Ethnic Relations 3 0 3
Prerequisites: RED 090
Corequisites: None
This course includes an examination of the various aspects of race and ethnicity and how these lead to different experiences, opportunities, problems, and contributions. Topics include prejudice, discrimination, perceptions, myths, stereotypes, and intergroup relationships. Upon completion, students should be able to identify and analyze relationships among racial and ethnic groups within the larger society.

SOC 234 Sociology of Gender 3 0 3
Prerequisites: **RED 090**
Corequisites: **None**
This course examines contemporary roles in society with special emphasis on recent changes. Topics include sex role socialization, myths and stereotypes, gender issues related to family, work, and power. Upon completion, students should be able to analyze modern relationships between men and women.

SOC 242 Sociology of Deviance 3 0 3
Prerequisites: **RED 090**
Corequisites: **None**
This course provides an overview of deviant behavior and the processes involved in its definition, causation, prevention, control, and treatment. Topics include theories of causation, social control, delinquency, victimization, criminality, the criminal justice system, punishment, rehabilitation, and restitution. Upon completion, students should be able to identify and analyze issues surrounding the nature and development of social responses to deviance.

SOC 250 Sociology of Religion 3 0 3
Prerequisites: **RED 090**
Corequisites: **None**
This course examines religion from a sociological perspective as part and product of human society. Topics include the origins, development, and functions of belief systems; religious organizations; conversion; and interactions with politics, the economy, science, and the class system. Upon completion, students should be able to describe and analyze religous systems.

SPA 111 Elementary Spanish I 3 0 3
Prerequisites:
Corequisites: **None**
This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 112 Elementary Spanish II 3 0 3
Prerequisites: **SPA 111**
Corequisites: **None**
This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 141 Culture and Civilization 3 0 3
Prerequisites:
Corequisites: None
This course provides an opportunity to explore issues related to the Hispanic world. Topics include historical and current events, geography, and customs. Upon completion, students should be able to identify and discuss selected topics and cultural differences related to the Hispanic world.

SPA 211 Intermediate Spanish I 3 0 3
Prerequisites: SPA 112
Corequisites: None
This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 212 Intermediate Spanish II 3 0 3
Prerequisites: SPA 211
Corequisites: None
This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

WLD 110 Cutting Processes 1 3 2
Prerequisites:
Corequisites: None
This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

WLD 112 Basic Welding Processes 1 3 2
Prerequisites:
Corequisites: None
This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

WLD 115 SMAW (Stick) Plate 2 9 5
Prerequisites:
Corequisites: None
This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

WLD 116 SMAW (Stick) Plate/Pipe 1 9 4
Prerequisites: WLD 115
Corequisites: None
This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

WLD 121 GMAW (MIG) FCAW/Plate 2 6 4
Prerequisites:
Corequisites: None
This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

WLD 122 GMAW (MIG) Plate/Pipe 1 6 3
Prerequisites: WLD 121
Corequisites: None
This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry.

WLD 131 GTAW (TIG) Plate 2 6 4
Prerequisites:
Corequisites: None
This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

WLD 141 Symbols & Specifications 2 2 3
Prerequisites:
Corequisites: None
This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

WLD 143 Welding Metallurgy 1 2 2
Prerequisites:
Corequisites: None
This course introduces the concepts of welding metallurgy. Emphasis is placed on basic metallurgy, effects of welding on various metals, and metal classification and identification. Upon completion, students should be able to understand basic metallurgy, materials designation, and classification systems used in welding.

WLD 151 Fabrication I 2 6 4
Prerequisites: WLD 110, WLD 115, WLD 116, and WLD 131
Corequisites: None
This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.

WLD 261 Certification Practices 1 3 2
Prerequisites: WLD 115, WLD 121, and WLD 131
Corequisites: None
This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.

NOTES

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The Mayland Community College Foundation is a group of citizens from the three-county area who work to raise funds and cultivate friends for the college. The results of their efforts are evident in special projects at the college, scholarships for students, and especially in 1990-92 the construction of a Child Development Center. The Board of Directors for the Foundation includes:

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A.A., Lees-McRae College

ACADEMIC SERVICES

John D. Gossett ..... Interim, Vice President, Academic Services;
B.S., University of Tennessee; M.B.A., Appalachian State University; additional work at North Carolina State University and University of South Carolina

Louise Buchanan ..... Administrative Assistant, Academic Services
Attended Steed College of Technology, Mayland Community College

Randy A. Pittman ..... Lab Technician
A.A.S., Mayland Community College

Geraldine S. Vennerholm ..... Assistant, Faculty Services
A.A., Clark State Community College; B.S., Milligan College; M.A., Appalachian State University

CURRICULUM FACULTY

Sandra Blankenbaker ..... Faculty, Nursing
Diploma, Bryan Memorial Hospital School of Nursing; B.A., Hastings College, Hastings, NE; M.S. .. Texas Woman's University; additional work in adult education, University of Nebraska

Renie Braswell ..... Faculty, Arts and Sciences
B.S., M.A., Ed.S., Appalachian State University

James M. Buchanan ..... Division Chairperson, Industrial & Commercial Programs, Faculty, Auto Body Repair
Diploma, McDowell Community College; Diploma, Mayland Community College; ASE Certification: 1-Car Training, Unibody Collision Repair, Unibody Refresher Course, Finish Matching, Plastic Repair, Advanced Vehicle Systems, Electronics for Collision Repair, Black Hawk Frame School; Kansas Jack . Frame School; Martin-Semour Training School; 3M Vocational Instructor Training; 3M Collision Shop Management Courses; PPG Refinishing Certification (Bronze Level); PPG Vo-Tech Instructor's Training; General Motors Courses; Hunter Wheel Alignment School

William Cassano ..... Faculty, Electrical/Electronics Technology
B.S.E.E., New York Polytechnic Institute; M.S.E.E. Northeastern University; additional work at Western Carolina University

Jeffrey Clark ..... Faculty, B.L.E.T.

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B.S., M.A., Appalachian State University

Rhia M. Crawford ..... Division Chairperson, Business & Professional Programs, Faculty, Office Systems Technology
B.S., Freed-Hardeman College; M.A., Appalachian State University, Certified Professional Secretary

Angie Duncan ..... Faculty, Nursing
R.N., Presbyterian School of Nursing; B.S., M.Ed., Appalachian State University; Certified Provider of: Advanced Cardiac Life Support, Trauma Nursing Core Course, Basic Trauma Life Support and Mobile Intensive Care Nursing

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B.S., North Carolina State University

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Graduate, Western Academy of Hair Design; Advanced Study at Pivot; B.S., Western Carolina University

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B.A., University of Tennessee; M.Ed., Clemson University; Additional work at University of Northern Colorado

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Diploma, Mayland Community College; Graduate United States Army Transportation School and ..... NCO Academy; Additional work at Western Carolina University

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B.S.B.A., M.B.A. Western Carolina University; Certified Trainer -TQT, PQ Systems

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R.N, .A.D.N. Dekalb Community College, B.S.N., Medical College of Georgia C.C.R..N.

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B.S.B.A., M.B.A., Western Carolina University; Certified System Administrator, Northern Telecom, Inc., Certified Trainer - TQT, PQ Systems; Internal Auditor ISO 9000, Perry Johnson, Inc.

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B.A., University of North Carolina at Charlotte; M.A., University of North Carolina at Chapel Hill; Ph.D., University of Georgia

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Welding Certification, Froehling and Robertson, Inc.

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Stuart K. Thomas ..... Faculty, Criminal Justice Technology
A.A., Lees-McRae College; B.A., The University of North Carolina at Chapel Hill; M.S., The University of North Carolina at Charlotte

Vicki Wise ..... Faculty, Nursing
B.S.N. University of North Carolina at Greensoboro

LEARNING RESOURCES CENTER

J. Jeanne Whisnant ..... Director, Learning Resources Center
A.A., A.A.S., Caldwell Community College and Technical Institute; B.S., M.A., Appalachian State University; M.L.S., North Carolina Central University

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A.A.S., Mayland Community College; Additional classes at Gardner-Webb University

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WORKFORCE DEVELOPMENT

Robert Branch ..... Coordinator, Human Resources Development & Interim Director, Small Business Center
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Kay O. Goins ..... Administrative Assistant, Workforce Development and Small Business Center

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BASIC SKILLS/LEARNING LABORATORY

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PHILLIPS-GWALTNEY CHILD DEVELOPMENT CENTER

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A.A.S. Mayland Community College

Regina Daniels ..... Administrative Secretary
Diploma, Mayland Community College

Deena Griffith ..... Lead Teacher
A.A.S. Mayland Community College

Rita Gouge ..... Lead Teacher

Claudia Houchard ..... Lead Teacher

ADMINISTRATIVE SERVICES

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G.E.D., McDowell Technical Community College

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Attending Mayland Community College

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A.S. B.S., East Tennessee State University; C.M.A. Certified Medical Assistant; Continuing Education Certificate, Duke University -Non-Profit Management

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A.A.S., Mayland Community College

STUDENT SERVICES

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A.A., Isothermal Community College; A.A.S., McDowell Technical Community College

Paula Crowder ..... Admission/Retention Technician
A.A.S., Mayland Community College

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B.A., M.A., Appalachian State University

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B.A., M.A.Ed., East Carolina University

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B.S., Appalachian State University

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B.S., M.A., State University of New York at Albany; N.C.C. -National Certified Counselor

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A.G.E., Mayland Community College, B.S. ,Gardner Webb University

Elizabeth B. Silvers ..... Coordinator, Development & Public Relations
A.A., B.A. Lees-McRae College; M.A., Appalachian State University

Shelby Silvers ..... Clerk/Secretary
Diploma, Blantons Business College

Debbie Stafford ..... Administrative Secretary, S.O.A.R. Program
A.A.S., Mayland Community College

Richard W. Sullins ..... Coordinator, Institutional Effectiveness and Planning
B.S., Western Carolina University; Western Carolina Leadership Development Program

Brenda B. Ward ..... Registrar
Business Secretarial Diploma, McDowell Technical Community College; A.A.S., Mayland Community College

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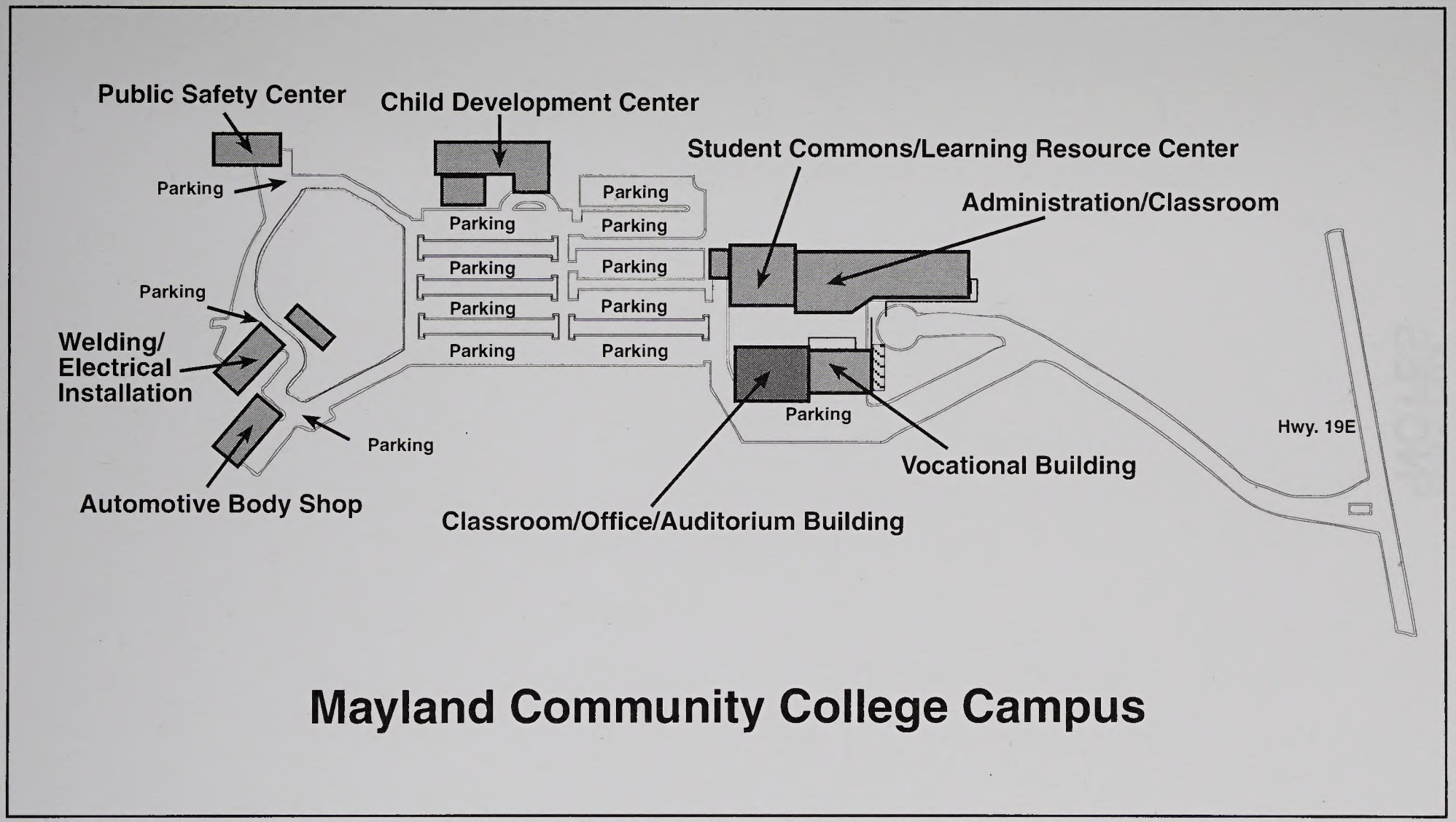

Mayland Community College Campus

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